Panasonic



Operating Instructions
(For Copier)
Digital Color Imaging Systems

Model No. DP-C405 / C305 / C265



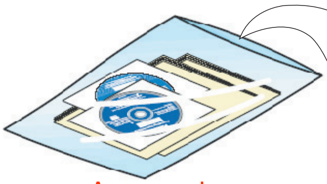
WORKIO™

Before operating this machine, please carefully read this manual
and keep this documentation in a safe place for future reference.
(Illustration shows optional accessories that may not be installed on your machine.)

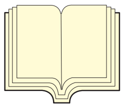
English

Operating Instructions

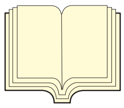
The following Operating Instruction manuals are included with this machine. Please refer to the appropriate manual and keep all manuals for future reference. If you lose the manual, contact the authorized Panasonic dealer.



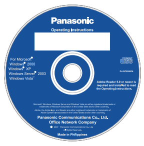
Accessories



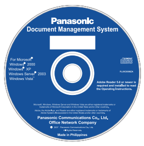
Operating Instructions (For Setting Up)
This manual contains essential information for setting up the machine.



Operating Instructions (For Basic Operations)
This manual contains essential information for proper operation of the machine.
It describes basic Copy, Print, Facsimile/Internet Fax, Scan/Email, and other functions.
For a more detailed explanation of each function, please refer to the Operating Instruction manuals included on two CD-ROMs as illustrated below.



Operating Instructions CD
Contains manuals with detailed information for Copy, Facsimile/Internet Fax, Scan/Email functions, Function Parameters, and User Authentication.

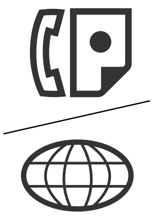


Document Management System CD
Contains the Panasonic Document Management System Application software, and manuals with detailed information for the Print function and Panasonic Document Management System Application software.

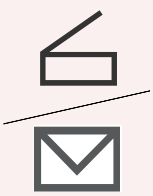
Operating Instructions CD



Copy Function
Describes how to make a Color Copy with creative features.



Facsimile and Internet Fax Function
(The Facsimile function is available when the optional G3 Fax Communication Board is installed.)
Describes how to send/receive a Facsimile/Internet Fax, and describes the course of action to take when a trouble message appears, etc.



Scan and Email Function
Describes how to scan and how to send Email through the machine.

Function Parameters
Describes how to change the default settings of each function using the Control Panel of the machine.

User Authentication
Describes how to enable and use the User Authentication function.

Document Management System CD



Print Function
Describes how to print with color and change the default printer settings, and describes the course of action to take when a problem message appears, etc.

Application Software
Describes how to use the application software.
Ex: Panafax Desktop, Fax Driver, Quick Image Navigator, Device Monitor/ Device Explorer, Network Config/ Add Editor

Conventions

Icons

The following icons are used in this manual.

Icon	Description
ATTENTION	Indicates important information that must be read in detail.
NOTE	Indicates reference information.

Notation

The following notations are used in this manual.

Notation	Description
For Keys and Buttons	Hard buttons on the Control Panel are depicted as **** key, and soft buttons on the Touch Panel Display are depicted as "**xxx**". **Ex**: Press the **Start** key and select "**More Menus**".

Table of Contents

Chapter 1 Basic Menu Features

Chapter 2 More Menus Features

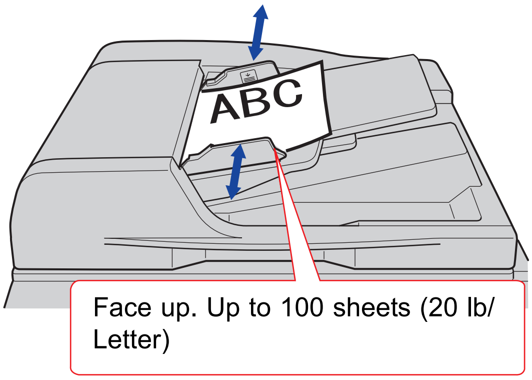
Chapter 3 Other Features

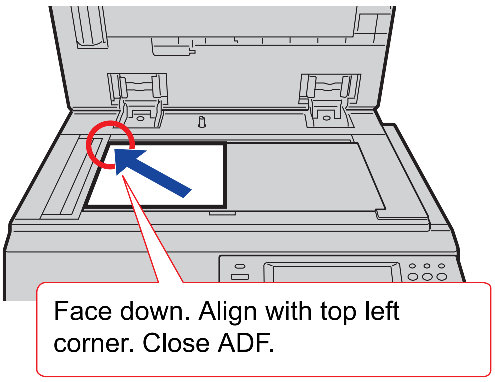
Chapter 4 Appendix

Basic Operation Procedure

The machine automatically detects original(s) and decides on the Copy Size and Color mode to use. If the detection fails, manually set the settings.

1 Place original(s).



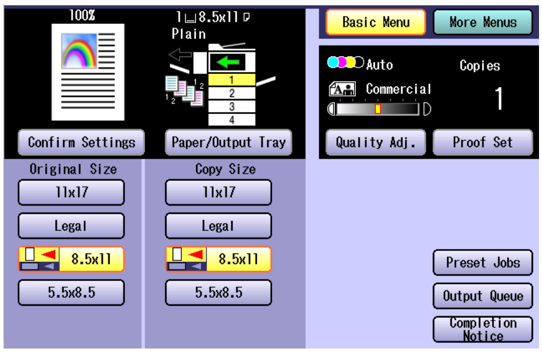


- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.



3 Select the required settings if necessary.



- The original size is detected and a corresponding Copy Size is automatically selected.
- If the orientation of original does not match the orientation of copy paper, the image of original is rotated automatically and copied.
- When copying 8.5" x 11" size originals, selecting 8.5" x 11" for the Copy Size accelerates the continuous copying speed. If the orientation is not the same for both settings, the copied image is automatically rotated by 90 degrees.
- For more details of the Basic Menu screen, refer to **Basic Menu Features** (see pages 8 to 38).
- When setting other features, refer to **More Menus Features** (see pages 40 to 88). **Ex:** 2-Sided Copy, Sort / Finish, Zoom/ Effects, etc.

4 Enter the desired number of copies. (Up to 999)



- When inputting a number (4 to 8 digits) with the optional Fax Communication Board installed, the machine automatically interprets it as a telephone number, switches to the Fax mode, and displays the Number Pad screen.
- The number of digits interpreted as a fax number can be set from 4 to 8 digits in the Function Parameter “**118 Fax Function Detect**” (Fax/Email Settings > Fax Parameters). For more details, refer to **Fax/ Email Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

5 Press the **Start** key.



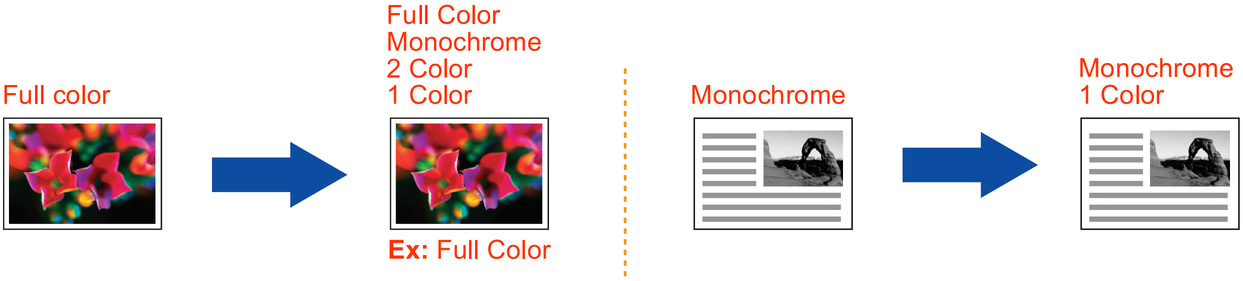
NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.



Selecting the Color Mode

You can copy in the Color mode selected by the machine, or select the Color mode manually.



NOTE

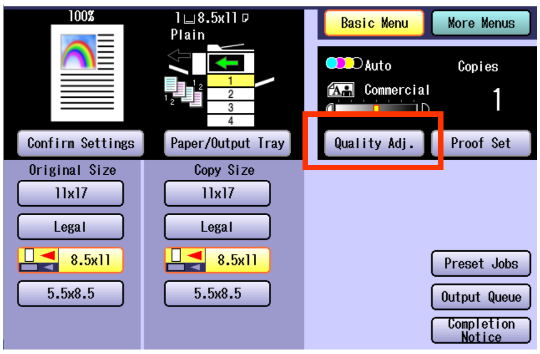
- The default Color mode settings can be changed. Refer to **Copier Settings (Key Operator Mode)** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- The manually selected Color mode settings will return to the default settings under the following conditions.
  - If the **Reset** key is pressed.
  - If Auto Reset Time interval has lapsed (default = 1 min).
  - If the power is turned OFF.

1 Place original(s).

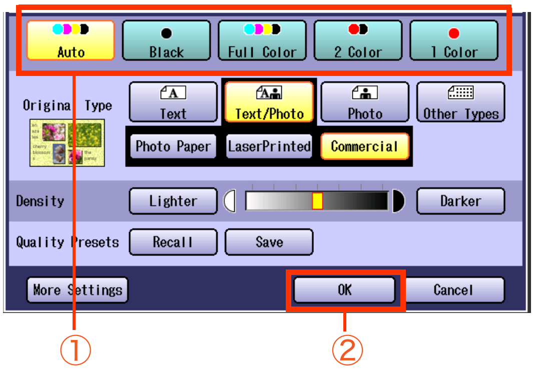
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select "**Quality Adj.**".



4 Select the desired Color mode, and then select "**OK**".



- **Auto:**
  The color original is copied in Full Color and the monochrome original is copied in black and white by automatically detecting the original's color.
- **Black** (Monochrome) (see page 9)
- **Full Color** (see page 9)
- **2 Color** (see page 10)
- **1 Color** (see page 12)

5 Enter the desired number of copies.

6 Press the **Start** key.

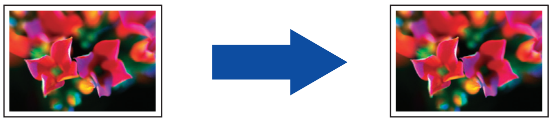
NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

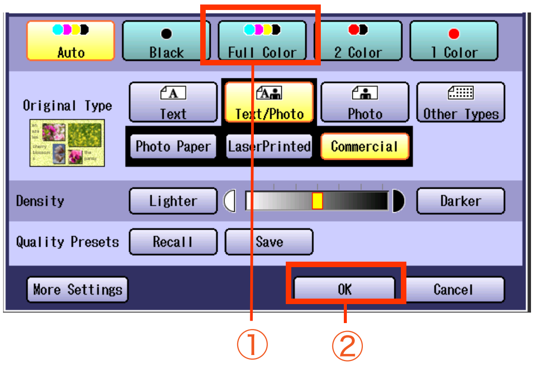
Full Color Mode

Color original can be copied in Full Color.

Full Color　　Full Color



1 Select "**Full Color**", and then select "**OK**".

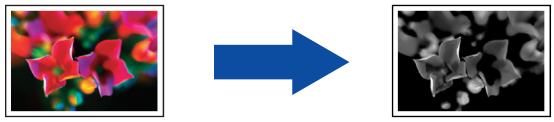


- To display this screen, refer to steps 1 to 3 of **Selecting the Color Mode** (see page 8).
- For the following procedure, refer to steps 5 to 6 of **Selecting the Color Mode** (see page 8).

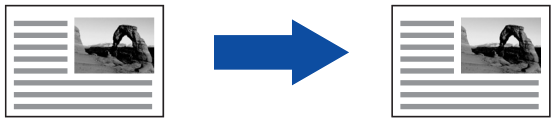
Black Mode

Color and monochrome originals can be copied in black and white.

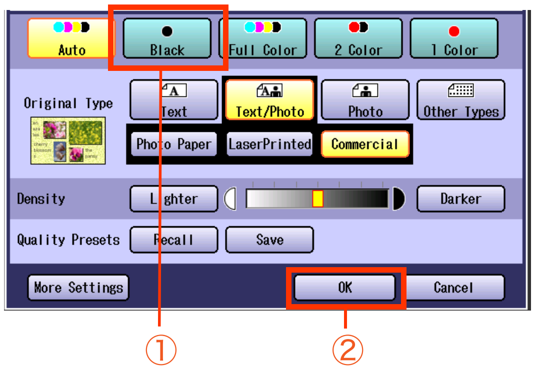
Full Color　　Black & White



Black & White　　Black & White



1 Select "**Black**", and then select "**OK**".



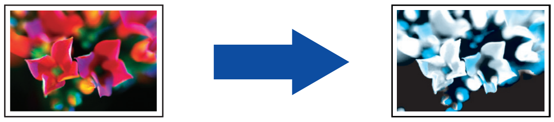
- To display this screen, refer to steps 1 to 3 of **Selecting the Color Mode** (see page 8).
- For the following procedure, refer to steps 5 to 6 of **Selecting the Color Mode** (see page 8).

2 Color Mode

Color original can be copied in 2 colors, which can be achieved by using black and another specified color.

The specified color can be selected from the basic colors (red, green, blue, yellow, magenta, and cyan) and the registered colors.

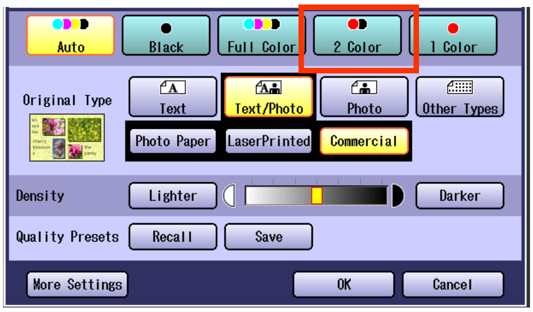
Ex: When copying a full color original in cyan and black.



NOTE

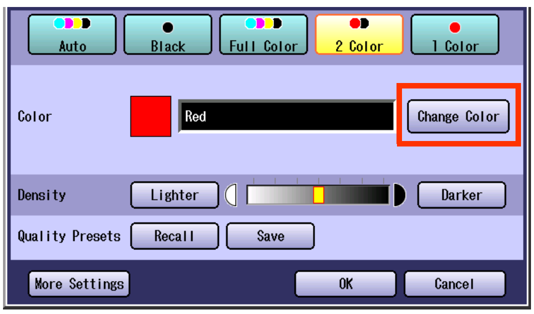
● When the 2 Color mode is selected, the Original Type setting selection is not available.

1 Select "**2 Color**".



● To display this screen, refer to steps 1 to 3 of **Selecting the Color Mode** (see page 8).

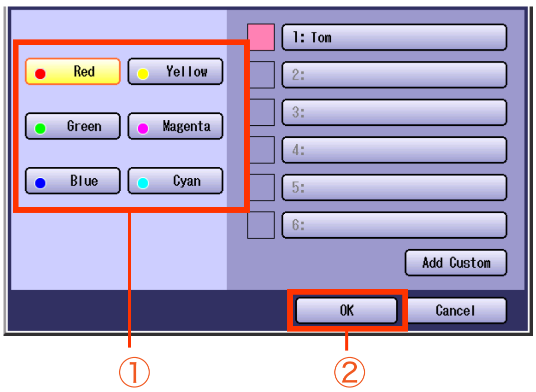
2 Select "**Change Color**".



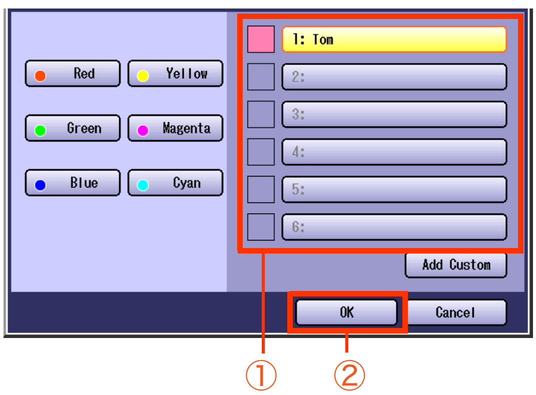
● The color and the specified name are displayed.

3 Select a color from the basic colors or custom colors, and then select "**OK**".

❑ When selecting a color from the basic colors



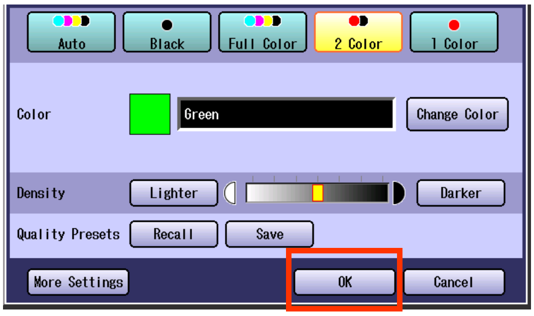
❑ When selecting a color from the custom colors



● When registering a custom color, refer to **New Color Registration** (see page 14).

4 Select “**OK**”.

Ex: “**Green**” is selected.



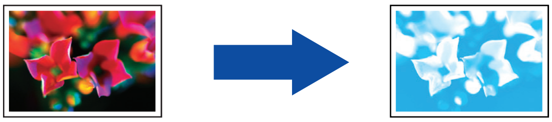
- For the following procedure, refer to steps 5 to 6 of **Selecting the Color Mode** (see page 8).

1 Color Mode

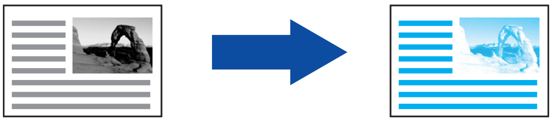
Color and monochrome originals can be copied in one specified color.

The color can be selected from the basic colors (red, green, blue, yellow, magenta, and cyan) and the registered colors.

Ex: Copying a full color original in cyan.



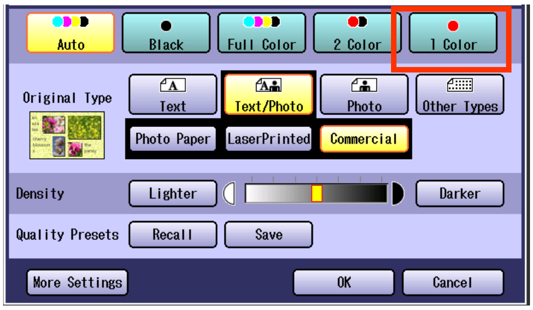
Ex: Copying a monochrome original in cyan.



NOTE

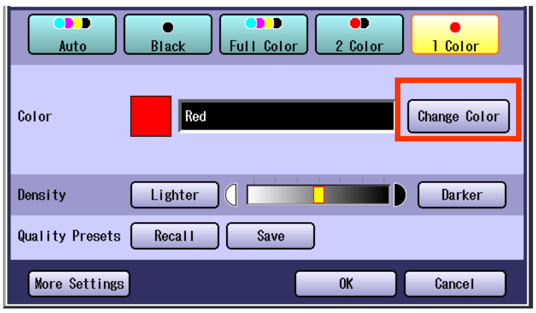
- When the 1 Color mode is selected, the Original Type setting selection is not available.

1 Select "**1 Color**".



- To display this screen, refer to steps 1 to 3 of **Selecting the Color Mode** (see page 8).

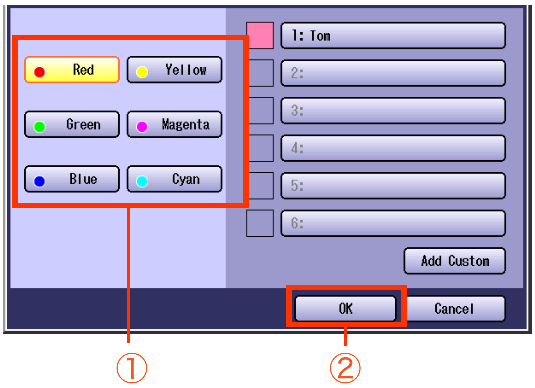
2 Select "**Change Color**".



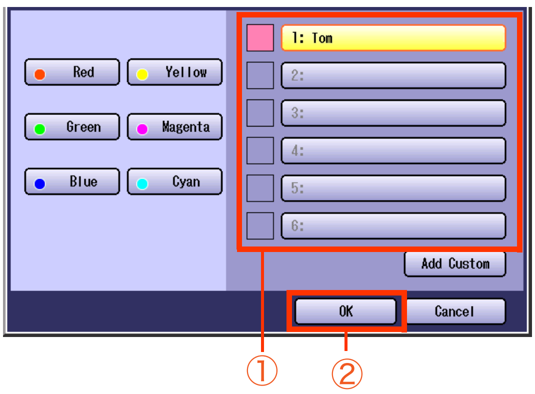
- The color and the specified name are displayed.

3 Select a color from the basic colors or custom colors, and then select "**OK**".

❑ When selecting a color from the basic colors



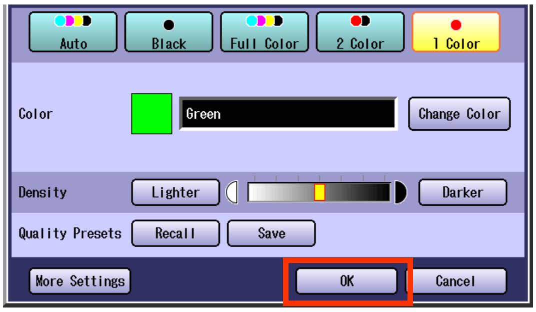
❑ When selecting a color from the custom colors



- When registering a custom color, refer to **New Color Registration** (see page 14).

4 Select “**OK**”.

Ex: “**Green**” is selected.



- For the following procedure, refer to steps 5 to 6 of **Selecting the Color Mode** (see page 8).

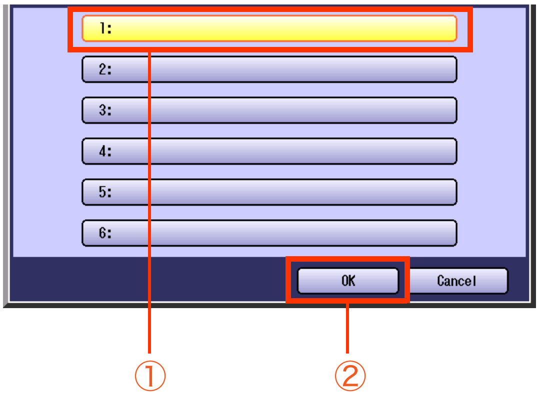
New Color Registration

1 Select "**Add Custom**".



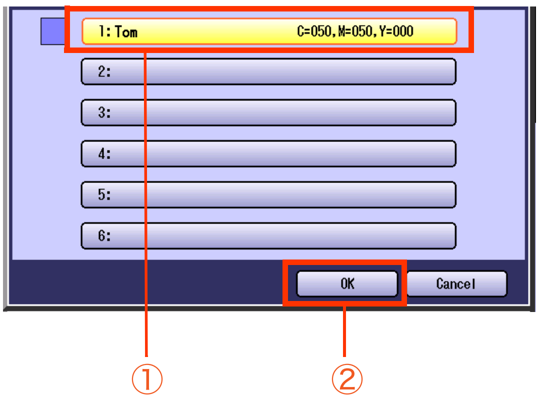
- To display this screen, refer to steps 1 to 2 of **2 Color Mode** (see page 10).

2 Select any button without a color name registered, and then select "**OK**".

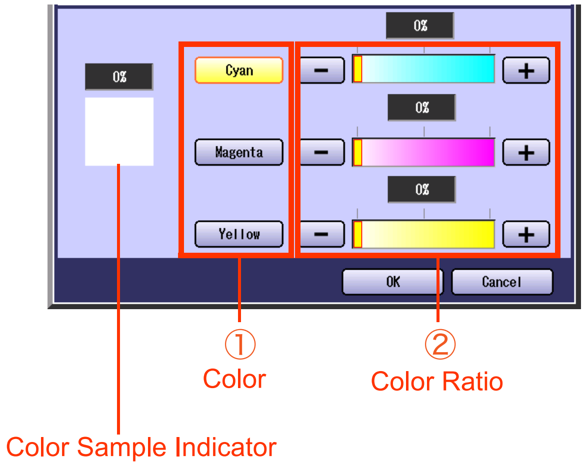


❑ When changing the registered color

Select the registered color name button, and then select "**OK**".

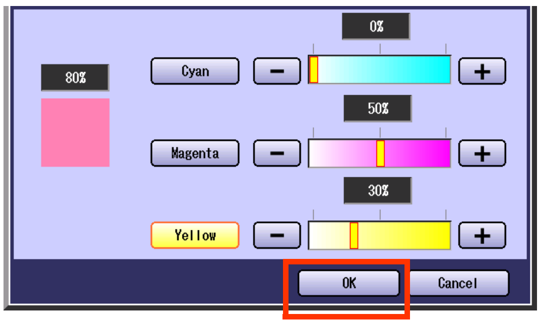


3 Adjust the color level of Cyan, Magenta, and Yellow colors.

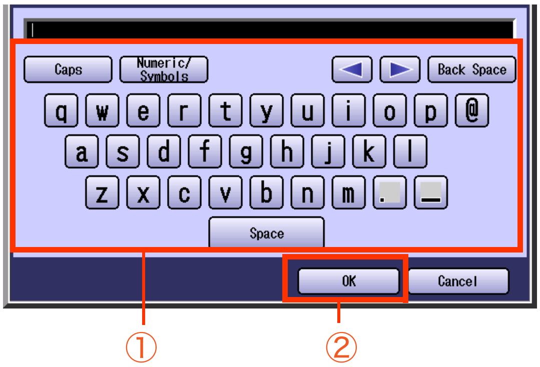


- The created new color can be confirmed with the Color Sample Indicator in real time.
- The total combined color level of Cyan, Magenta, and Yellow should be 240% or less.

4 Check the adjusted color, and then select "**OK**".



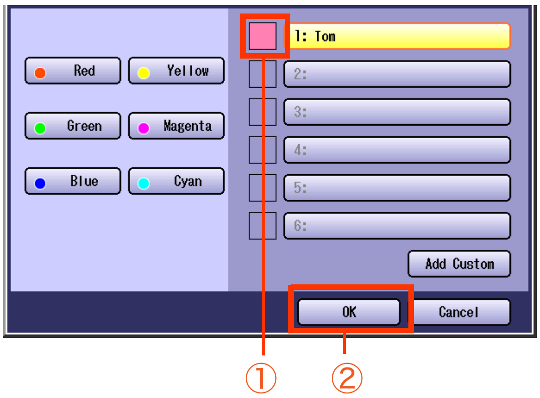
5 Enter the original color name with the Keyboard, and then select “**OK**”.



● Up to 20 characters.

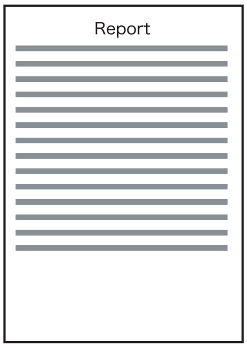
● For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

6 Confirm the registered color, and then select “**OK**”.

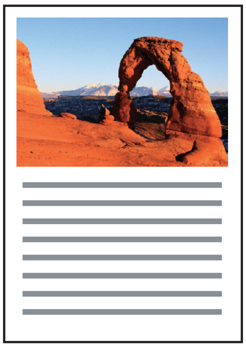


Selecting Original Type and Adjusting the Density

Select the original type corresponding to your documents.



Text



Text/Photo

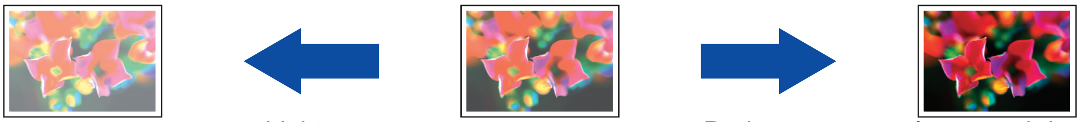


Photo



Other Types

Adjust the copy density according to your requirements.



Decreased density   Lighter   Darker   Increased density

NOTE

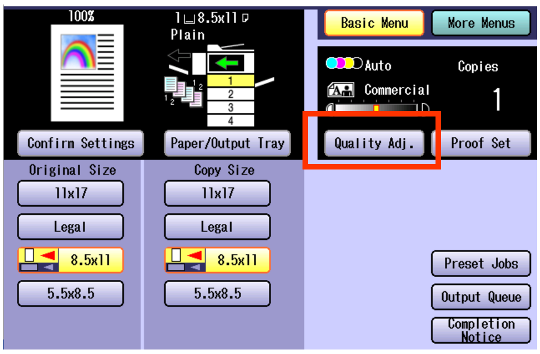
- The Original Type setting selection is not available when the 2 Color or 1 Color mode is selected.
- To change the “**Original Type**” default setting, refer to **Copier Settings (Key Operator Mode)** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

1 Place original(s).

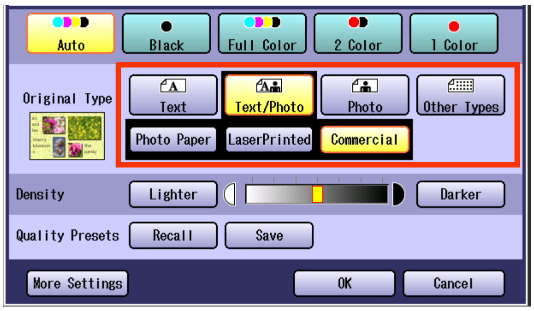
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select “**Quality Adj.**”.

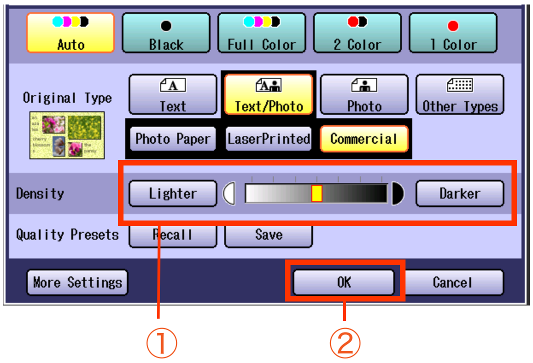


4 Select the Original Type.



Text	Select when copying text without any pictures. **“Printed”:** Original full of printed characters **“Pencil”:** Original written with pencil to make it darker
Text/ Photo	Select when copying originals containing text and pictures. **“Photo Paper”** **“LaserPrinted”** **“Commercial”** **Ex:** Brochure
Photo	Select when copying photos. **“Photo Paper”:** Photos printed on paper **“LaserPrinted”:** Photos printed by laser printer **“Commercial”:** Photos on printed material **Ex:** Brochure
Other Types	Select when copying the following types of originals. **“Map”** **“TracingPaper”:** Select when the original is thin to prevent the image from bleeding through on the copy. **“NewsPaper”:** Select when the background color is not white (**Ex**: Newspaper).

5 Adjust the density using “**Lighter**” or “**Darker**”, and then select “**OK**”.



Lighter	Each time it is selected, the density level is decreased, brightening the printed color.
Darker	Each time it is selected, the density level is increased, darkening the printed color.

6 Enter the desired number of copies.

7 Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Registering Quality Preset

Save your favorite quality adjustment setting by registering up to 5 Quality Presets.

The following quality adjustment settings can be registered:

- Auto, Black, Full Color, 2 Color, or 1 Color
- Original Type
- Density

More Settings

- Background Removal
- BleedThrough Prevention
- Tint
- Contrast
- Sharpness
- Saturation
- Color Balance

NOTE

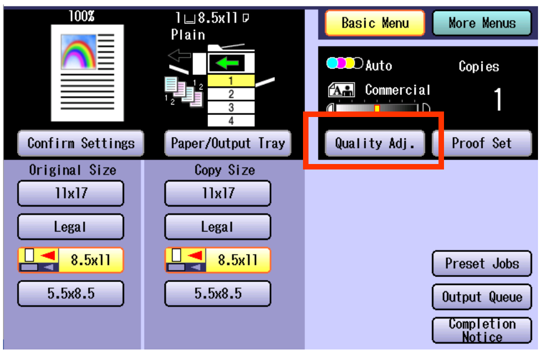
- For details on how to use the Quality Preset, refer to **Using Quality Preset** (see page 20).
- The registered image quality setting is kept until it is overwritten by a new setting.

1 Place original(s).

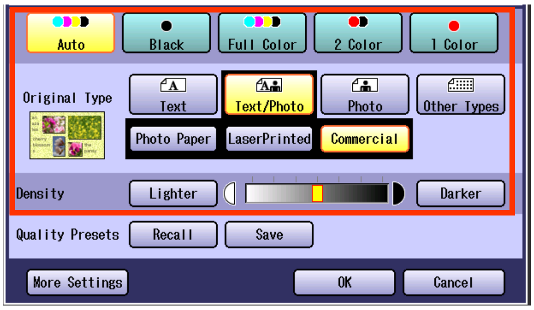
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

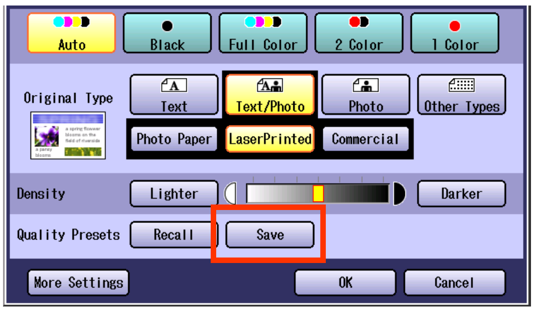
3 Select "**Quality Adj.**".



4 Select the desired quality settings.



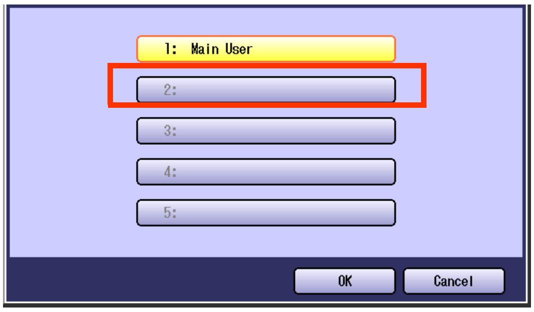
5 Select "**Save**".



6 Select a Quality Preset button, and then select "**OK**".

❑ When registering a new Quality Preset

Select an empty Quality Preset button.

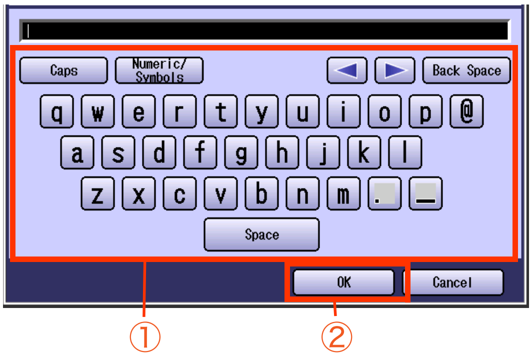


❑ When updating a registered Quality Preset

Select the registered Quality Preset button.



7 Enter the Quality Preset name, and then select "**OK**".



- Registration will not be permitted without assigning a name.
- Up to 20 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

8 Select "**OK**".



9 Enter the desired number of copies.

10 Press the **Start** key.

Confirm the image quality of the copied papers.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Using Quality Preset

You can recall the registered quality adjustment settings by the following procedures.

NOTE

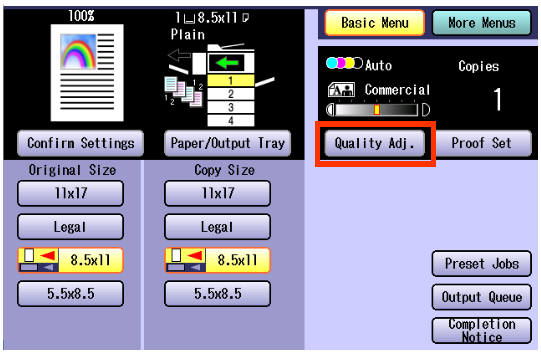
- For details on how to register image quality adjustment settings into Quality Preset, refer to **Registering Quality Preset** (see page 18).

1 Place original(s).

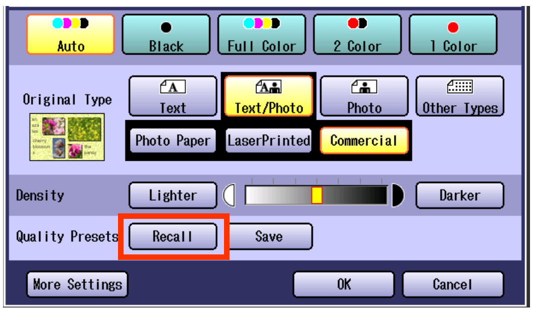
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

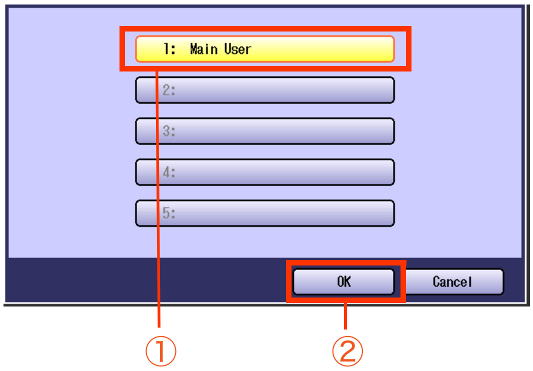
3 Select "**Quality Adj.**".



4 Select "**Recall**".



5 Select a Quality Preset button, and then select "**OK**".



The selected Quality Preset settings are reflected.

6 Select "**OK**".



7 Enter the desired number of copies.

8 Press the **Start** key.

Confirm the image quality of the copied papers.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Memo

Quality Adjusting

Image quality items can be easily set by selecting from 4 image quality types (Lively, Bright, Warmer, and Cooler).

Additionally, in the Custom Setting selection, the following 7 image quality adjustments can be set.

- Background Removal
- BleedThrough Prevention
- Tint
- Contrast
- Sharpness
- Saturation
- Color Balance

NOTE

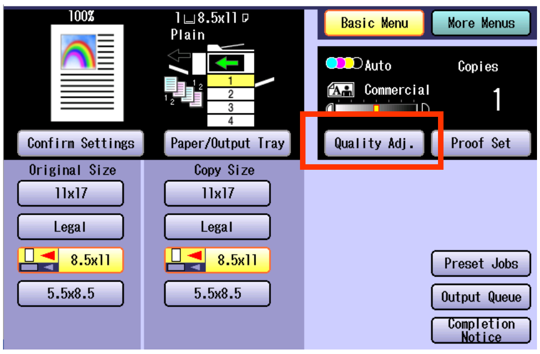
- The default setting of BleedThrough Prevention, Tint, Contrast, Sharpness, and Saturation can be changed. Refer to **Copier Settings (Key Operator Mode)** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- Under the following situations, the Color mode settings return to the standard settings.
  - If the **Reset** key is pressed.
  - If Auto Reset Time interval has lapsed (default = 1 min).
  - If the power is turned OFF.
  - If "**Default**" is selected in "**More Settings**".
- If you select the Original Type after selecting the custom settings, the custom settings return to the standard settings.

1 Place original(s).

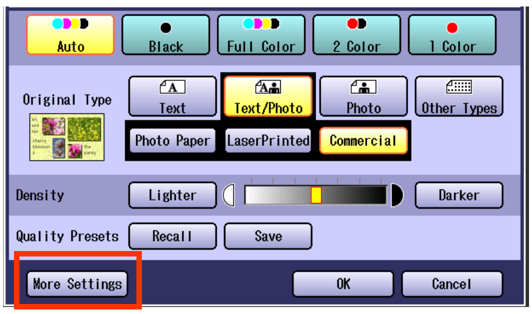
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

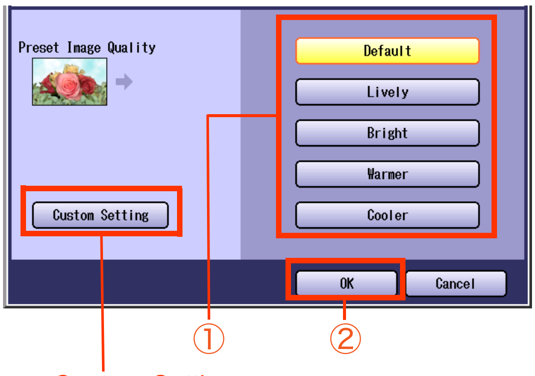
3 Select "**Quality Adj.**".



4 Select "**More Settings**".



5 Select an Image Quality type, and then select "**OK**".



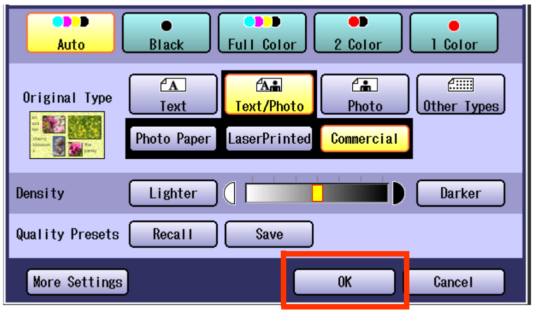
Custom Setting
(See pages 24 to 30)

Default	Copies with the default image quality set by the function parameters.
Lively	Copies with lively image quality.
Bright	Copies with bright image quality.
Warmer	Copies with reddish color accentuated.
Cooler	Copies with bluish color accentuated.

- If "**TracingPaper**" is selected in "**Original Type**", the BleedThrough Prevention is set to 3 regardless of the selected image quality type.

● The default values are set upon shipment. Key operations can change these values. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

6 Select "**OK**".



7 Enter the desired number of copies.

8 Press the **Start** key.

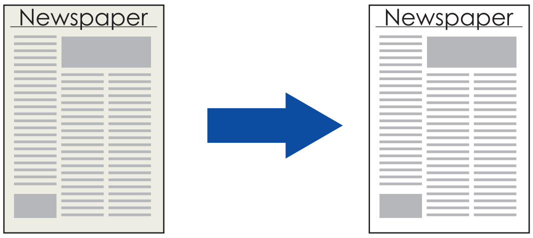
Confirm the image quality of the copied papers.

NOTE

● After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Background Removal

The original can be copied with the background color removed. This function is useful when copying newspapers or an original with background color.



NOTE

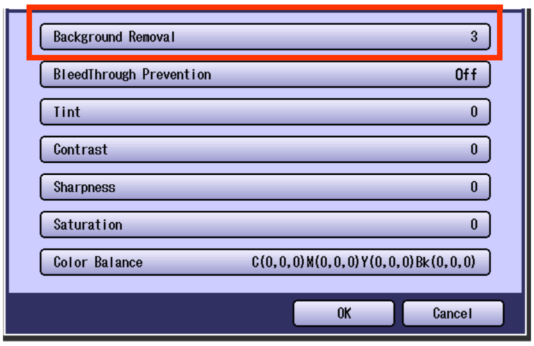
- The setting of Background Removal becomes invalid if “**Photo**” is selected in “**Original Type**”.

1 Select “**Custom Setting**”.



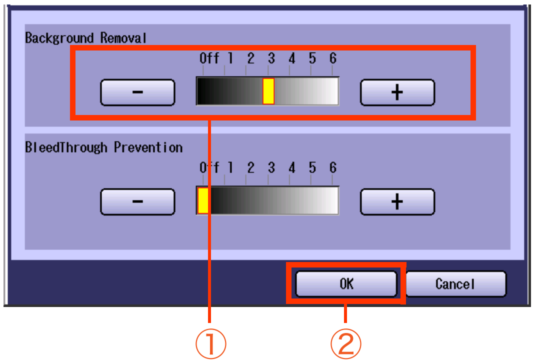
- To display this screen, refer to steps 1 to 4 of **Quality Adjusting** (see page 22).

2 Select “**Background Removal**”.



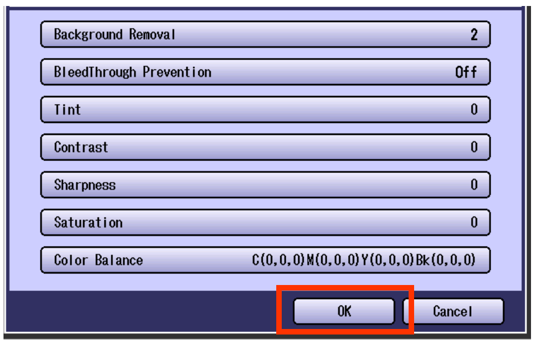
- If “**TracingPaper**” is selected in “**Original Type**”, Background Removal is set to 3.

3 Adjust the level of Background Removal with “**-**” and “**+**”, and then select “**OK**”.



Background Removal	There are 6 levels. The higher the value, the more Background Color removed.

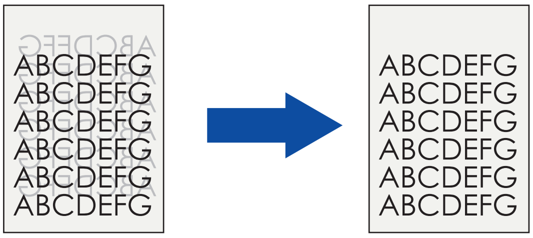
4 Select “**OK**”.



- For the following procedure, refer to steps 6 to 8 of **Quality Adjusting** (see page 23).

BleedThrough Prevention

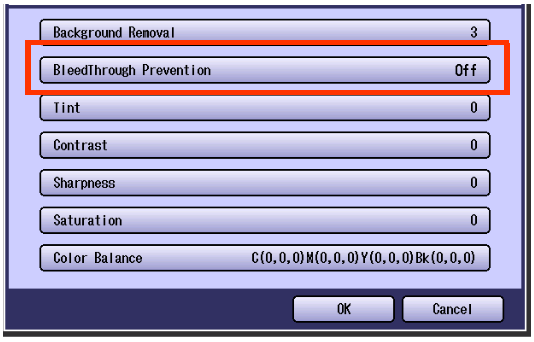
Thin sheets of original can be copied without bleeding through.



NOTE

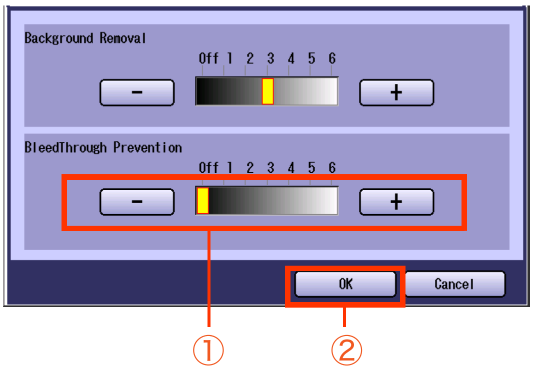
- The setting of BleedThrough Prevention becomes invalid if "**Photo**" is selected in "**Original Type**".
- When setting the Tint adjustment to More Blue or More Red, the copies may come out with bleed through contamination.

1 Select "**BleedThrough Prevention**".



- To display this screen, refer to step 1 of **Background Removal** (see page 24).
- If "**TracingPaper**" is selected in "**Original Type**", BleedThrough Prevention of each image quality type is set to 3.

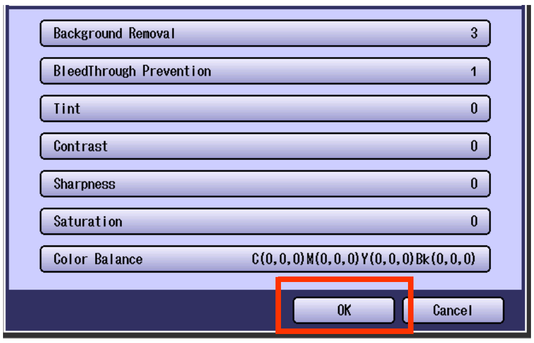
2 Adjust the level of BleedThrough Prevention with "**-**" and "**+**", and then select "**OK**".



- If you set the Background Removal to "**Off**", the BleedThrough Prevention will not be adjustable.

BleedThrough Prevention	There are 6 levels. The higher the level, the higher the prevention effect.

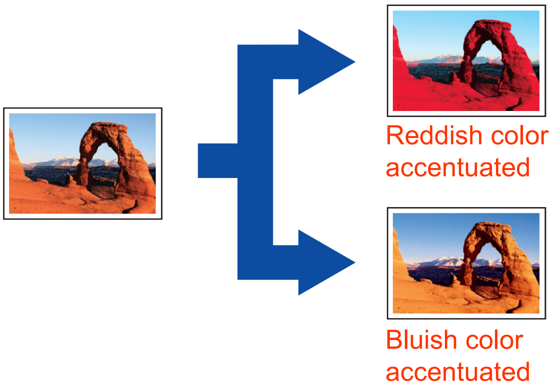
3 Select "**OK**".



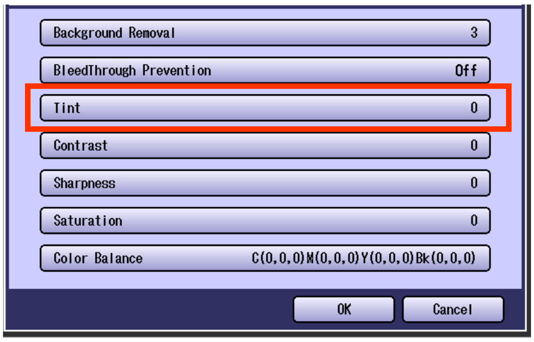
- For the following procedure, refer to steps 6 to 8 of **Quality Adjusting** (see page 23).

Tint

The original can be copied with reddish or bluish color accentuated.

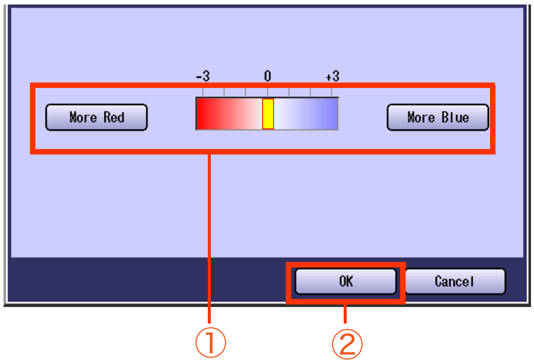


1 Select "**Tint**".



- To display this screen, refer to step 1 of **Background Removal** (see page 24).

2 Adjust the color tone with "**More Red**" or "**More Blue**", and then select "**OK**".

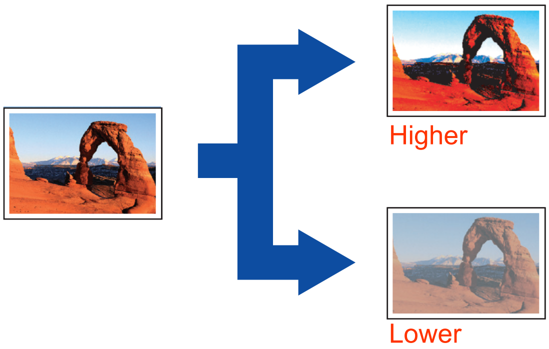


More Red	Each time it is selected, the level of reddish color increases by 1 grade. (The bluish color level decreases by 1 grade.)
More Blue	Each time it is selected, the level of bluish color increases by 1 grade. (The reddish color level decreases by 1 grade.)

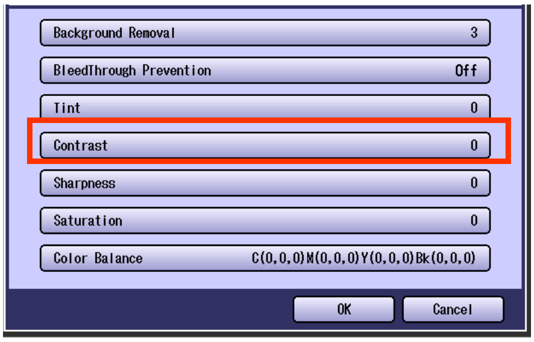
- The screen will return to step 1. Select "**OK**", and then proceed to steps 6 to 8 of **Quality Adjusting** (see page 23).

Contrast

The original can be copied with the adjusted contrast.

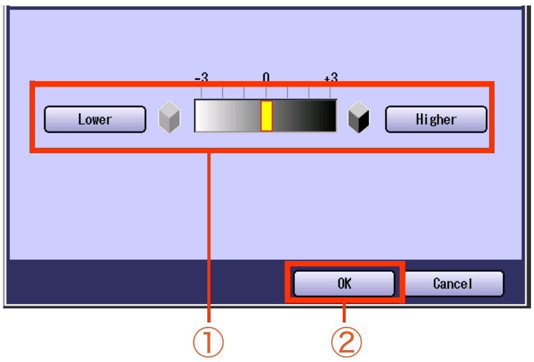


1 Select "**Contrast**".



- To display this screen, refer to step 1 of **Background Removal** (see page 24).

2 Adjust the contrast with "**Lower**" or "**Higher**", and then select "**OK**".

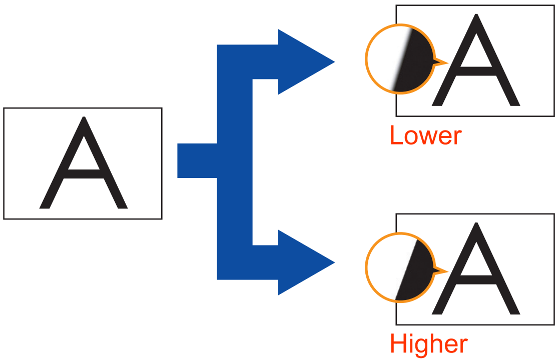


Lower	Each time it is selected, the contrast level decreases by 1 grade lower. (The distinction between brightness and darkness is reduced.)
Higher	Each time it is selected, the contrast level increases by 1 grade higher. (The distinction between brightness and darkness is increased.)

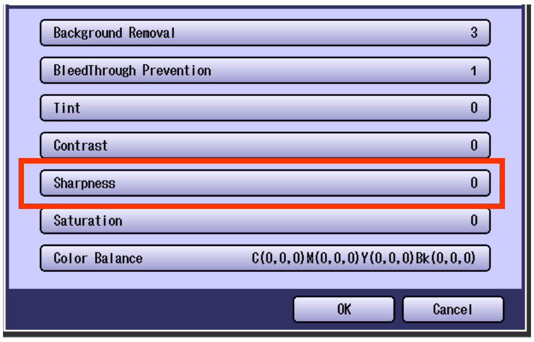
- The screen will return to step 1.
  Select "**OK**", and then proceed to steps 6 to 8 of **Quality Adjusting** (see page 23).

Sharpness

The original can be copied by softening or sharpening the outline of the image.

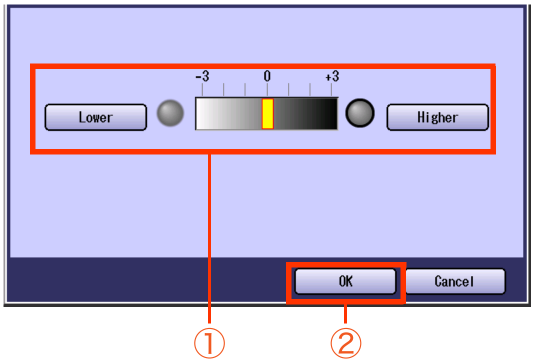


1 Select "**Sharpness**".



- To display this screen, refer to step 1 of **Background Removal** (see page 24).

2 Adjust the sharpness with "**Lower**" or "**Higher**", and then select "**OK**".

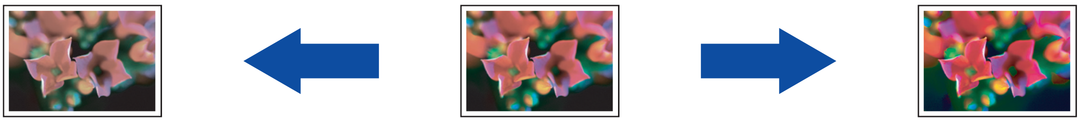


Lower	Each time it is selected, the sharpness level decreases by 1 grade lower. (The image outline is softened.)
Higher	Each time it is selected, the sharpness level increases by 1 grade higher. (The image outline is sharpened.)

- The screen will return to step 1.
  Select "**OK**", and then proceed to steps 6 to 8 of **Quality Adjusting** (see page 23).

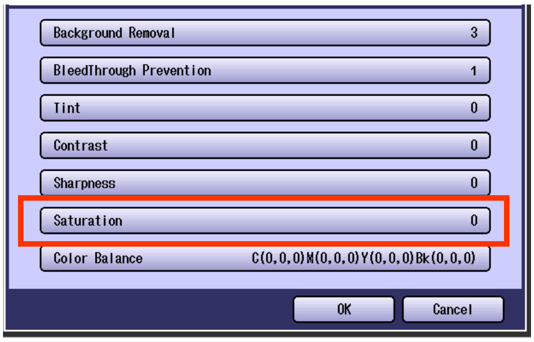
Saturation

The original can be copied with the adjusted saturation.



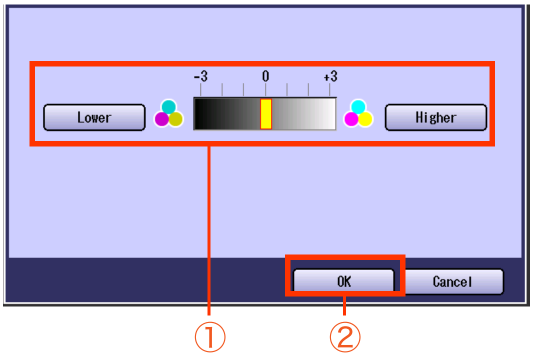
Lower Higher

1 Select "**Saturation**".



● To display this screen, refer to step 1 of **Background Removal** (see page 24).

2 Adjust the saturation with "**Lower**" or "**Higher**", and then select "**OK**".



Lower	Each time it is selected, the saturation level decreases by 1 grade lower, reducing the color saturation.
Higher	Each time it is selected, the saturation level increases by 1 grade higher, increasing the color saturation.

● The screen will return to step 1.
Select "**OK**", and then proceed to steps 6 to 8 of **Quality Adjusting** (see page 23).

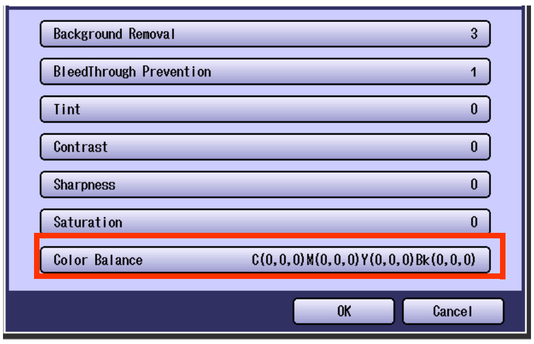
Color Balance

The original can be copied with the adjusted density level (Darker, Medium, and Lighter) of Yellow, Magenta, Cyan, and Black.

NOTE

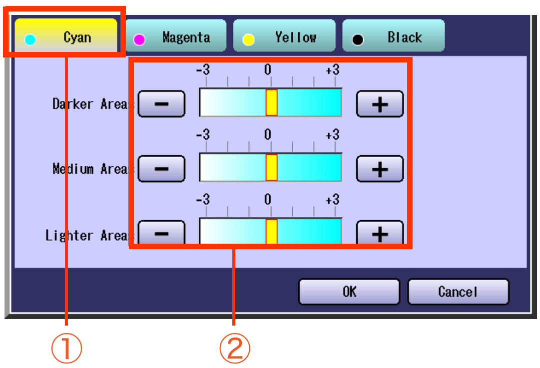
- The density of each color can be fine tuned for each of the three density levels.
  This function is useful for the fine adjustment of color photos. Unlike image editing software, this function cannot greatly change the color tone since the adjustable range at each density level is very narrow.

1 Select "**Color Balance**".



- To display this screen, refer to step 1 of **Background Removal** (see page 24).

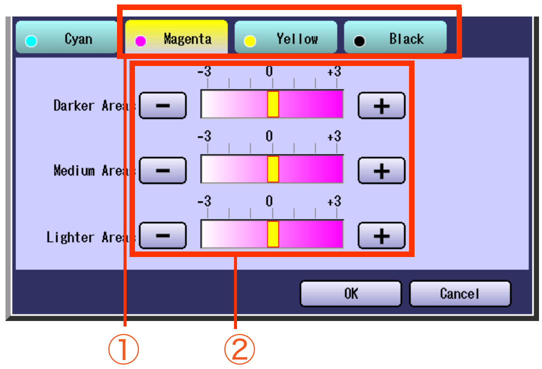
2 Select "**Cyan**", and then adjust Darker Areas, Medium Areas, and Lighter Areas with "**-**" or "**+**".



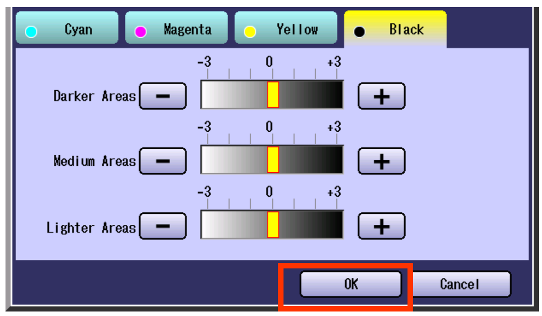
- The density range from the darkest level (100%) to the lightest level (0%) is equally divided into three range areas.

Darker Areas	Darkest area
Medium Areas	Area between the darkest and lightest areas
Lighter Areas	Lightest area

3 Select remaining colors, and then adjust the Color Balance as shown in step 2.



4 Select "**OK**".

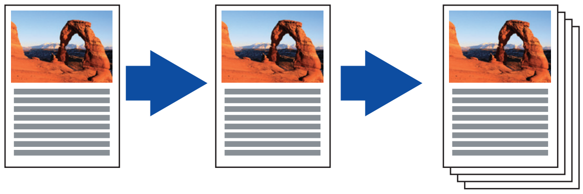


- The screen will return to step 1.
  Select "**OK**", and then proceed to steps 6 to 8 of **Quality Adjusting** (see page 23).

Memo

Proof Copying

When making more than one copy, the first copy can be printed as a proof copy.
After confirming its quality, the remaining copies can be printed.

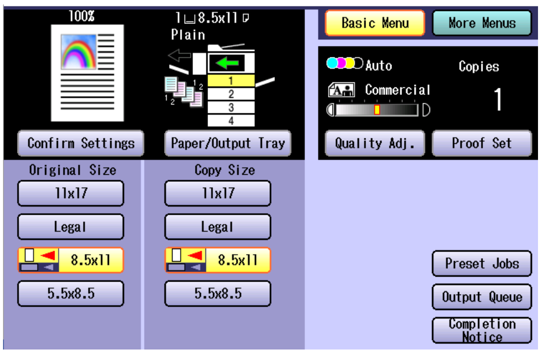


1 Place original(s).

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

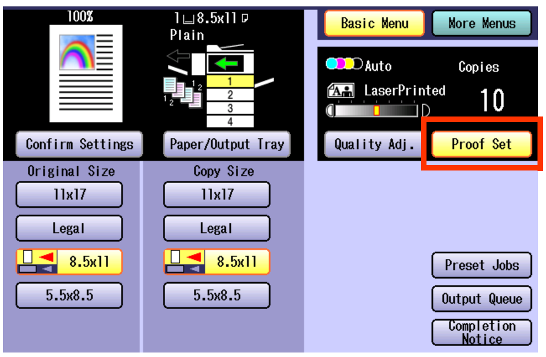
2 Press the **Copy** key if the machine is set to other function mode.

3 Select the copy features if necessary.



4 Enter the desired number of copies.

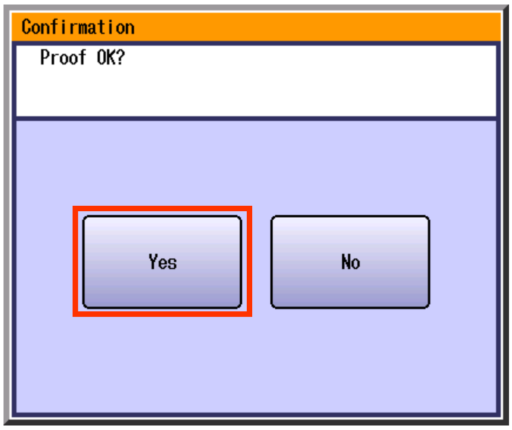
5 Select "**Proof Set**".



6 Press the **Start** key.

The first copy is printed and the Confirmation screen appears.

7 If the copy quality is satisfactory, select "**Yes**".



The remaining copies are printed.

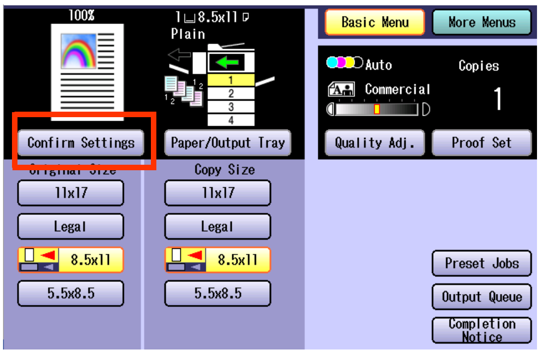
❑ If the copy quality is not satisfactory.

① Select "**No**" to return to the Basic Menu screen.
② Place the original again.
③ Adjust the quality settings.
④ Press the **Start** key.
A proof copy is printed and the Confirmation screen appears. Confirm if the copy quality is acceptable.
⑤ Select "**Yes**".
The remaining copies are printed.

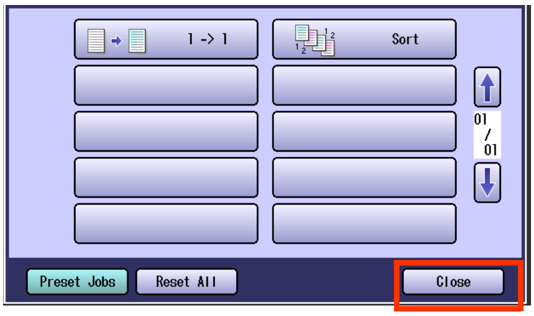
Confirming/Editing the Selected Copy Features

Before copying, the settings of "**More Menus**" can be checked, changed, and deleted.

1 Select "**Confirm Settings**".



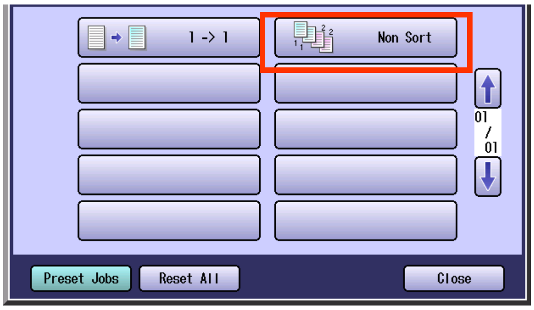
2 Check the settings, and then select "**Close**".



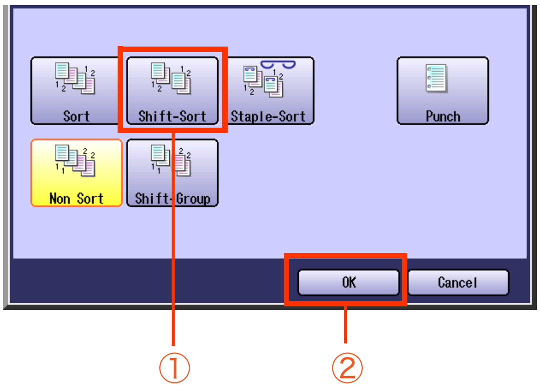
- If "**Confirm Settings**" is selected, the setting screen is displayed and the settings (except 1 -> 1) can be changed.
- If "**Reset All**" is selected, all the settings are canceled.
- If "**Preset Jobs**" is selected, the job registration screen is displayed to register jobs. Refer to **Storing a Job in Memory** (see page 34).

Ex: Changing the Non Sort mode to the Shift-Sort mode when optional Finisher is installed

Select "**Non Sort**".



Select "**Shift-Sort**", and then select "**OK**".



Select "**Close**".



Storing a Job in Memory

A copy job can be registered as a preset job. It is useful to register the frequently used settings as Preset Jobs.

NOTE

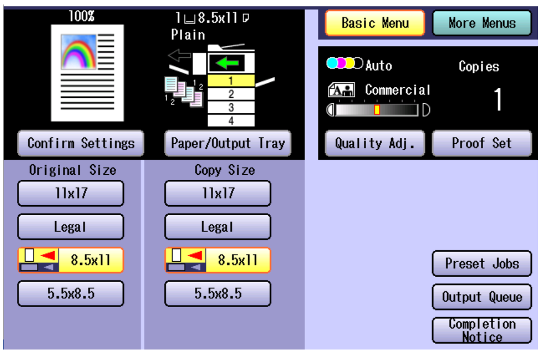
- Refer to **Recalling a Preset Job Stored in Memory** (see page 35).
- Once registered, the copy job settings are kept in the job memory until they are overwritten by new settings.
- A Proof Copy job cannot be registered in the job memory.
- "**M1:**"/"**M2:**" cannot be registered when the Manual Skyshot mode is selected. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

1 Place original(s).

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

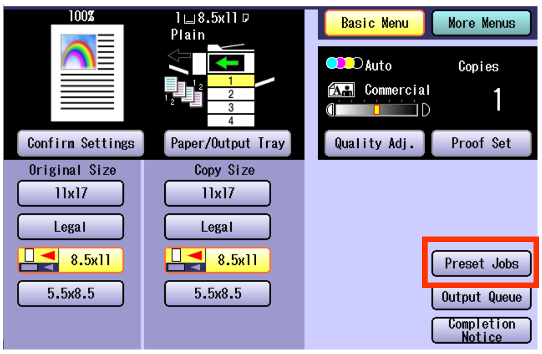
2 Press the **Copy** key if the machine is set to other function mode.

3 Select the copy features (see pages 8 to 33 and 40 to 91).

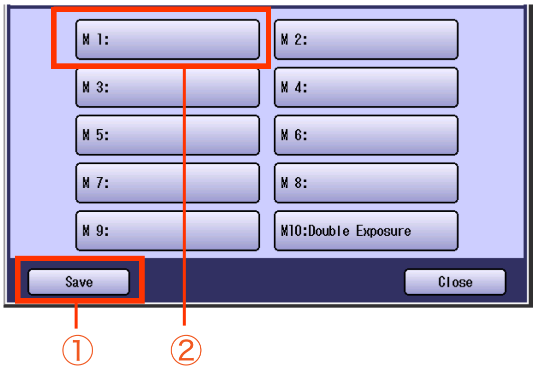


4 Enter the desired number of copies.

5 Select "**Preset Jobs**".

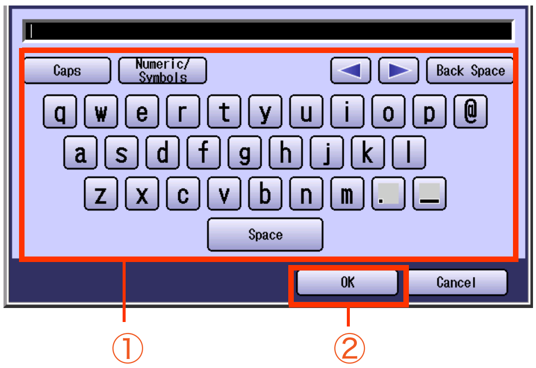


6 Select "**Save**", and then select a job button without a job registered.



- The job button, in which a job has been registered, has a job name.

7 Enter a job name, and then select "**OK**".



- Up to 20 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

NOTE

- After completing the editing of the job name, press the **Reset** key to return to the initial screen of the currently active mode.

Recalling a Preset Job Stored in Memory

The specific copy job will be done by recalling the registered preset jobs.

A job called “Double Exposure” is set in M10 as default.

Refer to **Double Exposure** in the Operating Instructions (For Basic Operations) of provided booklet.

NOTE

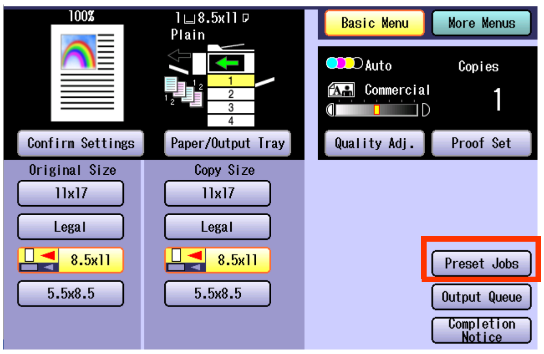
● Refer to **Storing a Job in Memory** (see page 34).

1 Place original(s).

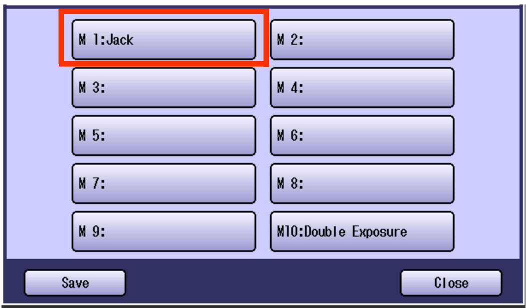
● Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select “**Preset Jobs**”.



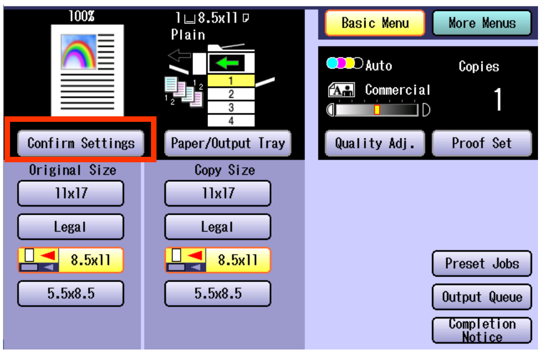
4 Select a stored job.



● Job buttons without names, indicate that jobs are not registered.

● If the Confirmation screen “Ready for M 1 Memory Copy” is displayed, select “**Close**”.

5 To confirm the job settings, select “**Confirm Settings**”, and then select “**Close**”.



● To change the setting, refer to **Confirming/ Editing the Selected Copy Features** (see page 33).

6 Press the **Start** key.

Checking the Waiting to Copy Job

A list of jobs currently being printed or waiting to print can be displayed. The following types of jobs can be displayed.

- All jobs
- Copy jobs

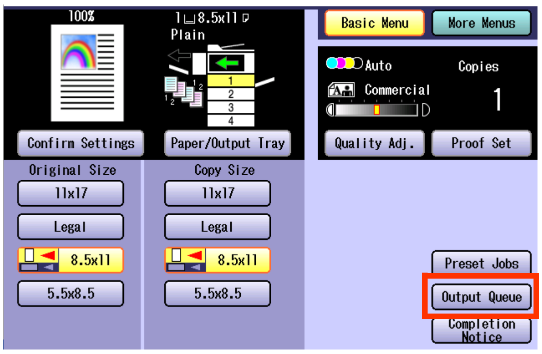
The Waiting to print jobs can be deleted.

Displaying a List of All Jobs

A list of all the jobs currently being printed or waiting to print can be displayed.

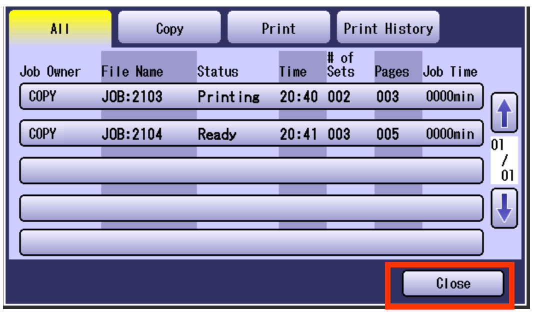
1 Press the **Copy** key if the machine is set to other function mode.

2 Select "**Output Queue**".



The Output Queue screen is displayed, and a list of all the jobs currently being printed or waiting to print are displayed.

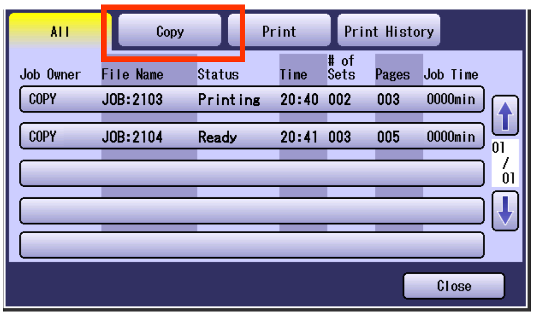
3 Select "**Close**".



Displaying a List of Copy Jobs

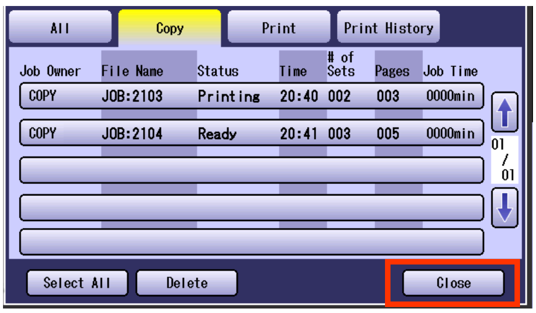
A list of Copy jobs currently being printed or waiting to print can be displayed.

1 Select "**Copy**" in the Output Queue screen.



- A list of Copy jobs currently being printed or waiting to print is displayed.

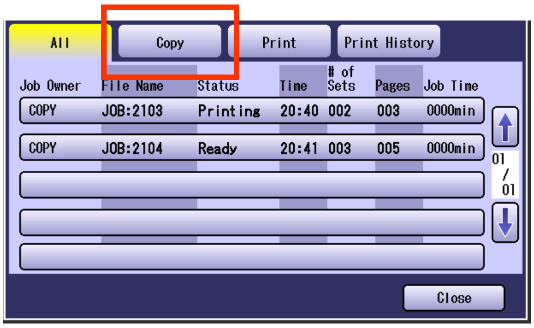
2 Select "**Close**".



Deleting Copy Jobs

The jobs in the Ready status can be deleted.

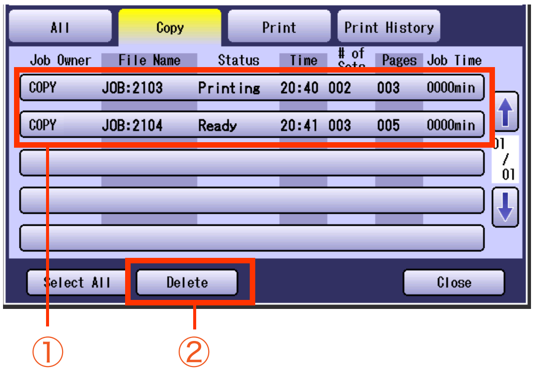
1 Select "**Copy**" in the Output Queue screen.



Copy	Select when deleting a copy job.
Print	Select when deleting a print job. ● Refer to the Operating Instructions (Printer Driver) of provided CD-ROM.

● To display the Output Queue screen, refer to **Checking the Waiting to Copy Job** (see page 36).

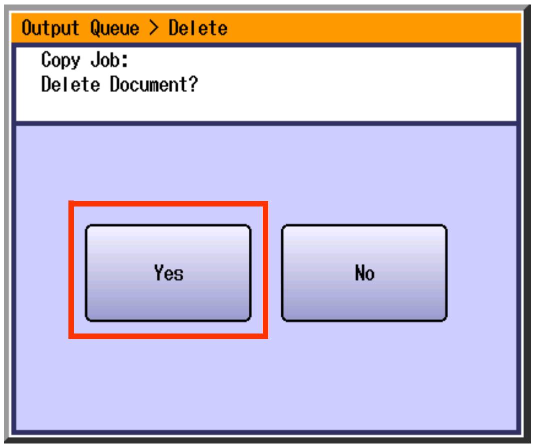
2 Select a job, and then select "**Delete**".



● When deleting all jobs, select "**Select All**", and then select "**Delete**".

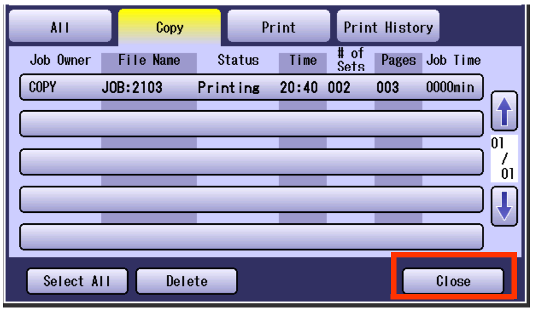
The screen to confirm the job deletion is displayed.

3 Select "**Yes**".



The selected Copy job is deleted.

4 Select "**Close**".



Completion Notice

If the Completion Notice is set, you will be notified on your computer when copying is completed.

NOTE
- Before using this function, install the **Panasonic Document Management System** and **PCL Printer Driver**, and then configure each software.
- To register the IP Address of your computer, refer to **Network Scanner Settings** and **Completion Notice Function** in the Operating Instructions (For Setting Up) of provided booklet.

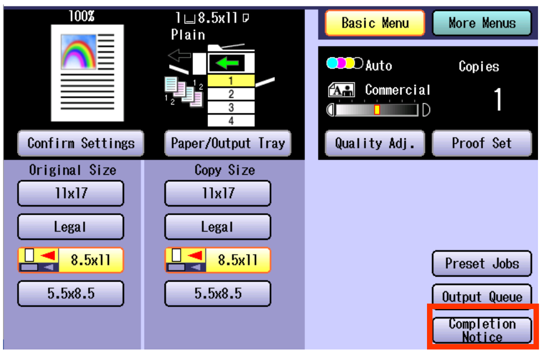
1 Place original(s).

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

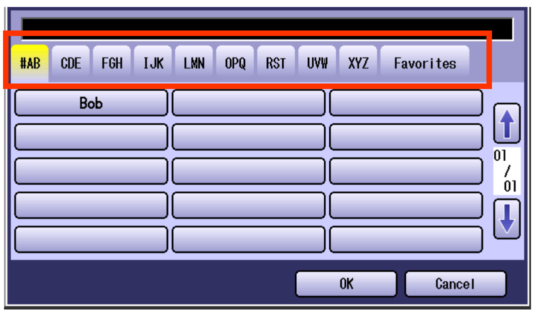
2 Press the **Copy** key if the machine is set to other function mode.

3 Select the copy features if necessary.

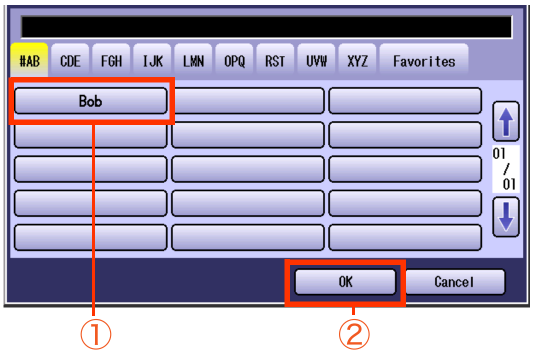
4 Select "**Completion Notice**".



5 Select an index tab or "**Favorites**" to display the registered computers.



6 Select a designated computer, and then select "**OK**".



7 Enter the desired number of copies.

8 Press the **Start** key.

A completion notice will be sent to the specified computer when copying is completed.

- When copying from the Platen Glass, place the next original, and follow the instructions described on the Touch Panel Display.

NOTE
- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Memo

2-Sided Copy Mode

NOTE

- For information on "**1 -> 2**", "**2 -> 2**", "**Book -> 2**", and "**N in 1**", refer to the Operating Instructions (For Basic Operations) of provided booklet.
- The standard setting of "**2-Sided / Original->Copy**" can be changed. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- Special papers such as cardboard cannot be used for the 2-Sided copy.

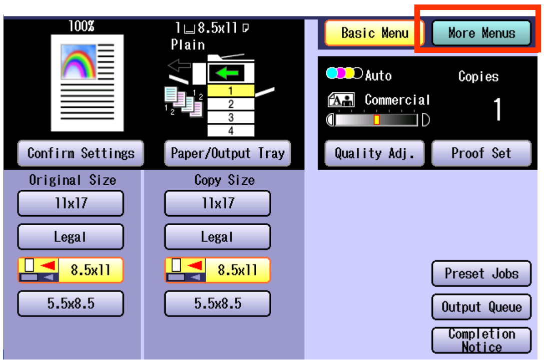
Basic Operation for the 2-Sided Copy Mode

1 Place original(s).

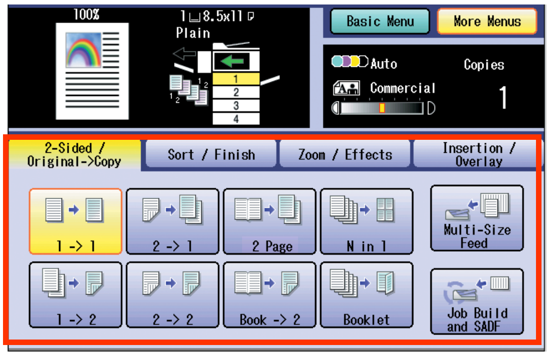
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.
- For "**2 -> 1**", "**2 -> 2**", "**Booklet**", "**Multi-Size Feed**", and "**Job Build and SADF**", place originals on the ADF.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select "**More Menus**".



4 Select the desired 2-Sided mode.



1 -> 1 : Clears the 2-Sided copy mode.
2 -> 1 : (see page 41)
2 Page : (see page 42)
Booklet : (see page 43)
Multi-Size Feed: (see page 45)
Job Build and SADF: (see pages 47 to 48)

- When "**Multi-Size Feed**" is selected, only "**1 -> 1**" can be selected.

For N in 1, 1 -> 2, 2 -> 2, and Book -> 2 Modes

- Refer to the Operating Instructions (For Basic Operations) of provided booklet.

5 Enter the desired number of copies.

6 Press the **Start** key.

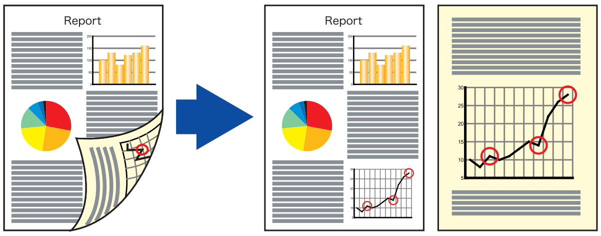
- When copying from the Platen Glass, place the next original, and follow the instructions described on the Touch Panel Display.

NOTE

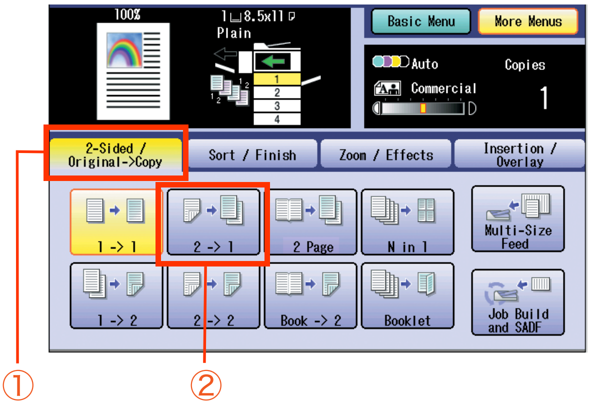
- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Copying 2-Sided Original(s) onto Two Separate Sheets

2-sided original(s) can be copied as separated into two 1-sided pages.

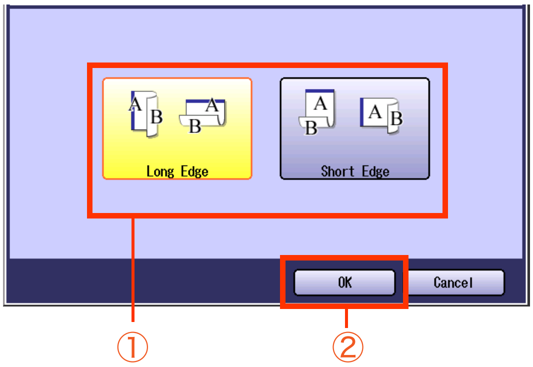


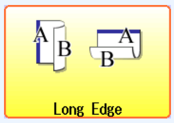
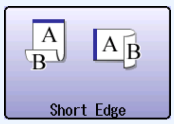
1 Select “**2-Sided / Original->Copy**”, and then select “**2 -> 1**”.



- To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).
- When “**Multi-Size Feed**” is selected, “**2 -> 1**” cannot be selected.

2 Select the bind position, and then select “**OK**”.

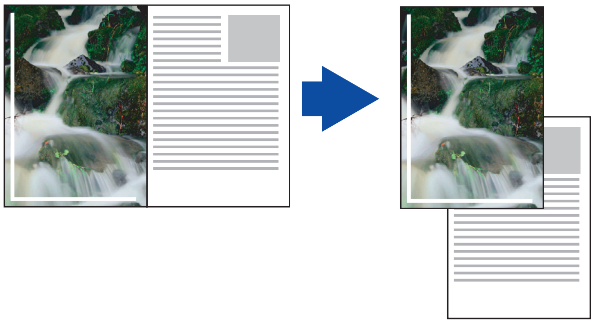


	**Long Edge:** Copies both sides of original aligning to the long edge of the original.
	**Short Edge:** Copies both sides of original aligning to the short edge of the original.

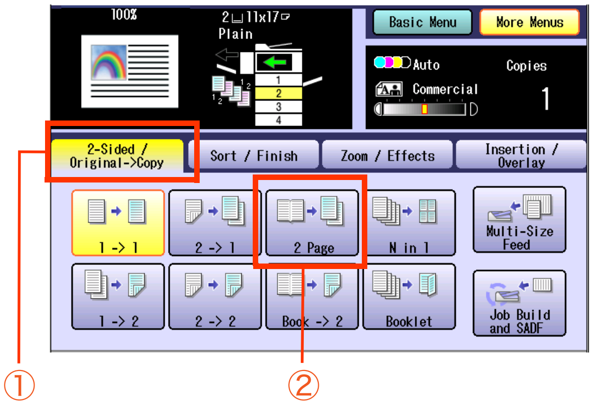
- For the following procedure, refer to steps 5 to 6 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).

Copying Facing Page Original to Two Separate Sheets

Two facing pages or a 11” x 17” size original can be copied as separated into two 1-sided sheets.

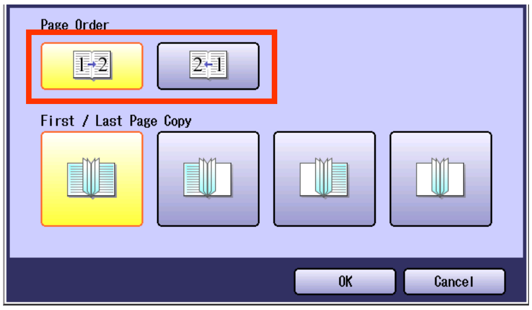


1 Select “**2-Sided / Original->Copy**”, and then select “**2 Page**”.



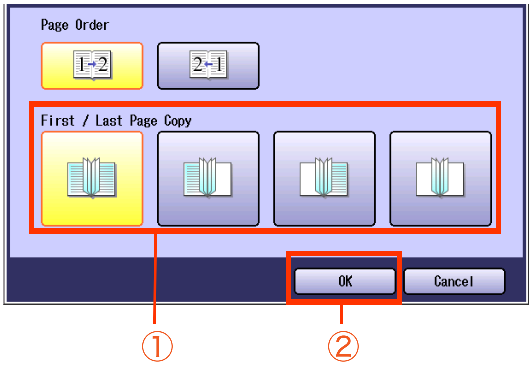
- To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).
- When “**Multi-Size Feed**” is selected, “**2 Page**” cannot be selected.

2 Select the Page Order of original.



	The left page of the facing pages is copied first.
	The right page of the facing pages is copied first.

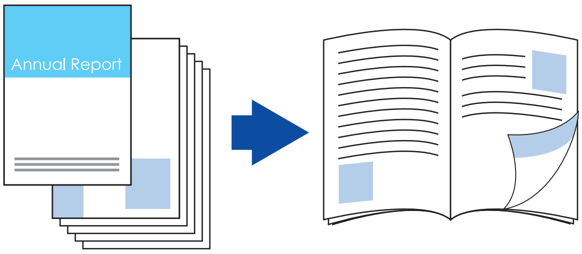
3 Select the copy layout, and then select “**OK**”.



	The first through last page are copied.
	The first page and beyond are copied, but the last page is not copied.
	The first page is not copied, but the rest including the last page is copied.
	The first and the last page are not copied.

- For the following procedure, refer to steps 5 to 6 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).

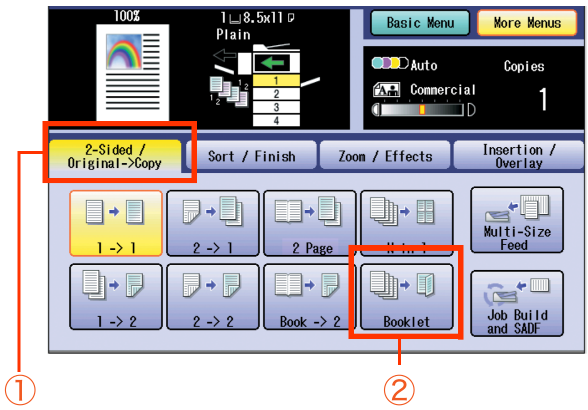
From 1-Sided Originals to 2-Sided Copies Using Saddle Stitch (Booklet)



NOTE

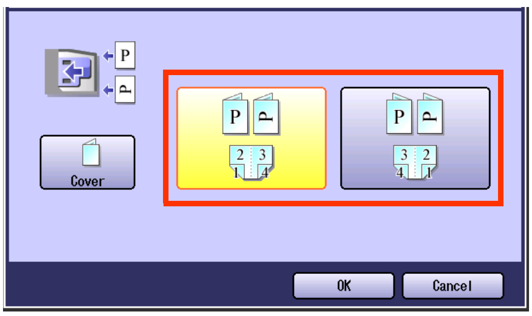
- 2-sided original cannot be copied into a booklet.
- Originals should be placed on the ADF. (5.5" x 8.5" or 8.5" x 11" size is only available, up to 60 originals)
- Saddle stitch binding is possible only when the optional 1Bin Saddle-Stitch Finisher (DA-FS405) is installed. Ledger (11" x 17"), Legal (8.5" x 14"), and Letter-R (8.5" x 11") are the only applicable paper sizes (legal size can be selected only when printing from computer).
- The standard setting for the copy size is the reduced size, however, the setting can be changed to the original size. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- When the fold position does not match with the center position of the copies, set the binding margin. Refer to **General Settings (Key Operator Mode)** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- Stamping can be combined with the Booklet function. For copying with stamp, refer to **Copying with Stamping** (see pages 62 to 70).

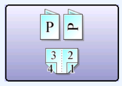
1 Select "**2-Sided / Original->Copy**", and then select "**Booklet**".



- To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).
- When "**Multi-Size Feed**" is selected, "**Booklet**" cannot be selected.

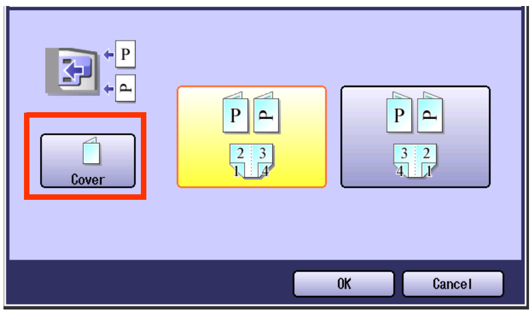
2 Select the bind position.



	Select when binding the left side or the top side of the page.
	Select when binding the right side or the bottom side of the page.

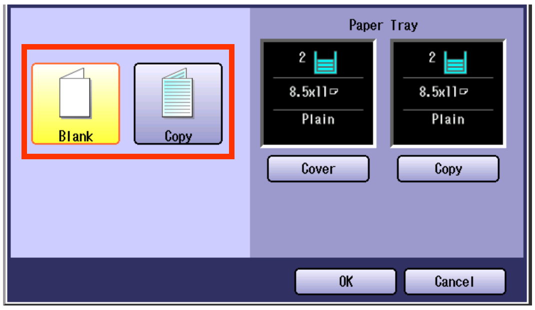
3 Select the cover page type if necessary.

Select "**Cover**".



Continued on the next page...

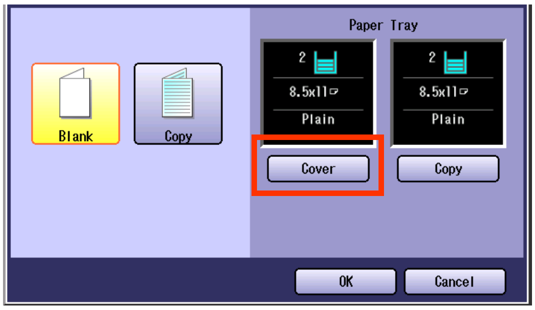
Select the cover type.



Blank	Not copied on the cover.
Copy	Copied on the cover.

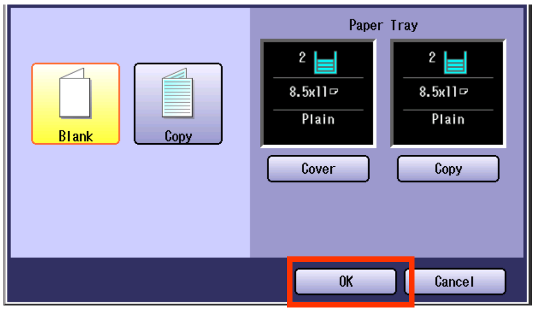
- When "**Blank**" is selected for the cover type, up to 56 originals can be placed on the ADF.

Select "**Cover**" to select a paper.

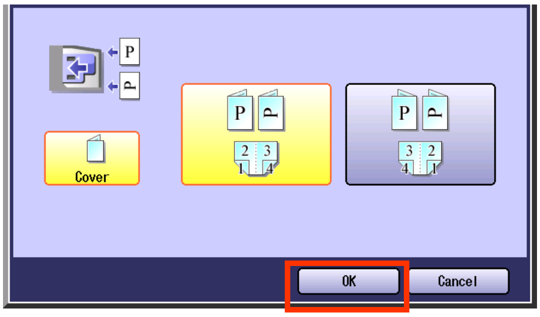


- When changing paper for copies other than the cover, select "**Copy**". If the paper of desired size is available on the tray, the display changes.
  Select a paper size from the display.

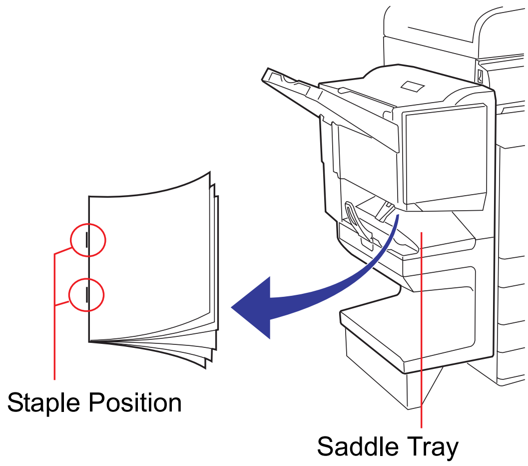
4 Select "**OK**" to exit the cover settings.



5 Select "**OK**".



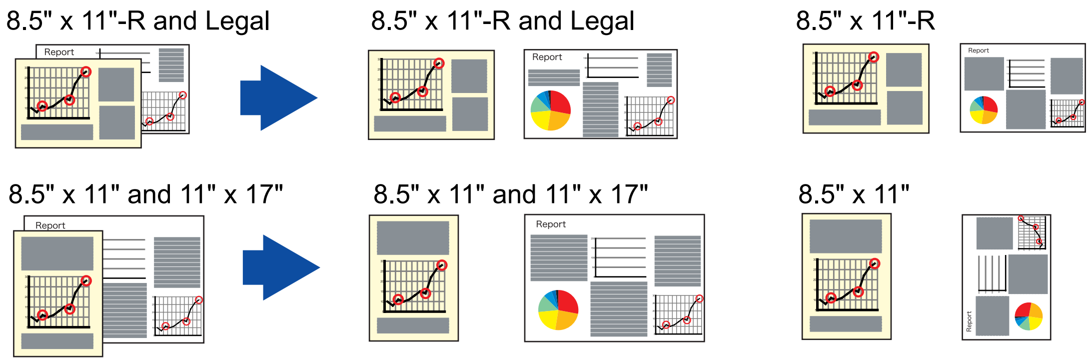
- For the following procedure, refer to steps 5 to 6 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).
- When the fold position does not match with the center position of the copies, set the binding margin. Refer to **General Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- The stapled copies are delivered to the Saddle Tray of the 1Bin Saddle-Stitch Finisher as shown below.



Copying Mixed Size Originals from the ADF

Use this function when copying mixed size originals (8.5" x 11" and 11" x 17", or 5.5" x 8.5", 8.5" x 11"-R, and 8.5" x 14" (Legal)). Using the ADF, original size can be detected automatically and copied in the same size or the specified size.

Ex: Original Size (Standard Setting) **Ex:** Specified Size



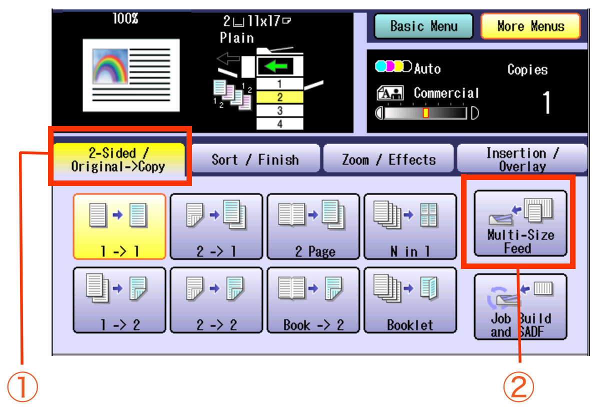
NOTE

- When copying in the 2-Sided mode

Combination	Original Size 1	Original Size 2
Combination 1	8.5" x 11"-R (Letter-R)	8.5" x 14" (Legal)
Combination 2	11" x 17" (Ledger)	8.5" x 11" (Letter)

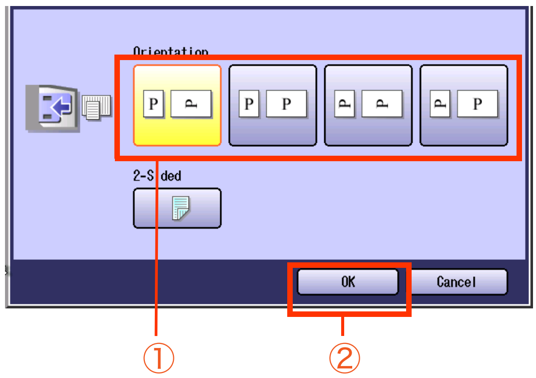
- If no copy size is specified, the original is copied in the original size. If the copy size is specified, the original is copied automatically enlarged or reduced in accordance with the specified size.
- Only when specifying the same copy size, the 2-Sided copy is possible by setting "**2-Sided**".
- Only when specifying the same copy size (8.5" x 11" only), the copies can be rotated and printed as a booklet or a unit of specified number of pages by setting "**Rotate-Sort**" or "**Rotate-Group**".

1 Select "**2-Sided / Original->Copy**", and then select "**Multi-Size Feed**".

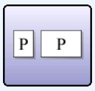
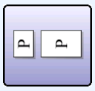
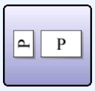


- To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).

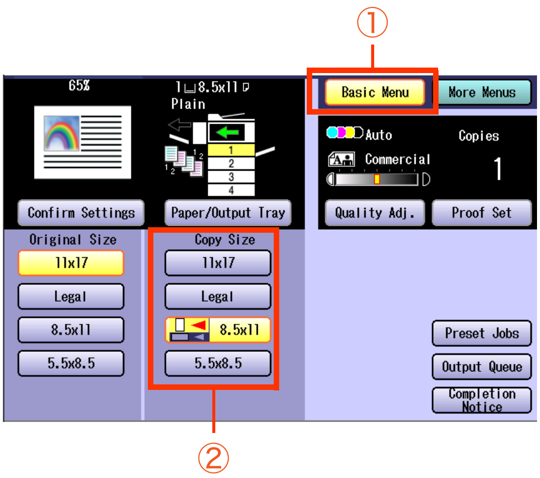
2 Select the Orientation, and then select "**OK**".



Continued on the next page...

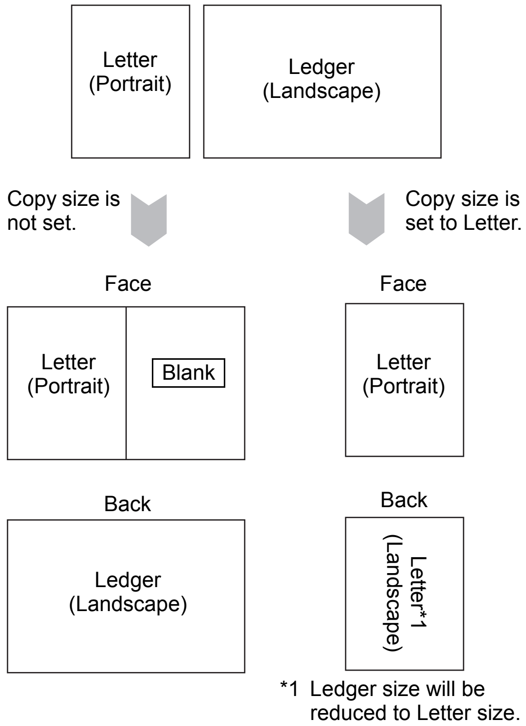
	When all originals are vertically long **Ex:** ABC ABC
	When the smaller original is vertically long, and the larger original is horizontally long **Ex:** ABC ABC
	When the smaller original is horizontally long, and the larger original is vertically long **Ex:** ABC ABC
	When all originals are horizontally long **Ex:** ABC ABC

3 When copying the same paper size, select “**Basic Menu**”, and then select a desired copy size with the Copy Size buttons.



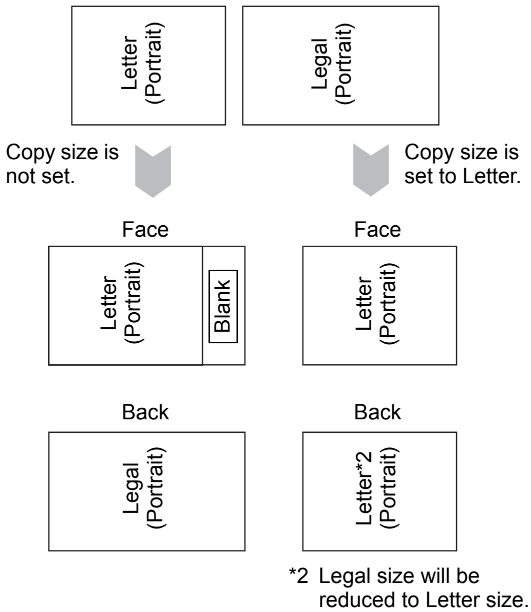
● For the following procedure, refer to steps 5 to 6 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).

Ex: Combination of Letter (Portrait layout) and Ledger (Landscape layout) size original Copy images (1 -> 2 copy mode) Bind position is Short Edge.



*1 Ledger size will be reduced to Letter size.

Ex: Combination of Letter (Portrait layout) and Legal (Portrait layout) size original Copy images (1 -> 2 copy mode) Bind position is Short Edge.



*2 Legal size will be reduced to Letter size.

Copying Special Originals (Thin Paper, etc.) from the ADF

■ SADF

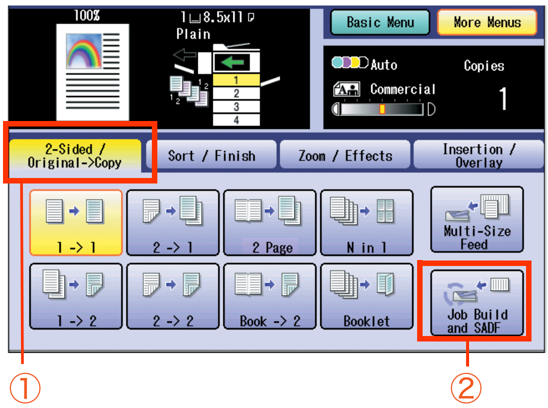
This mode adds a 5-second delay to allow another original to be placed on the ADF. Special originals (thin paper, etc.) can be fed from the ADF and copied continuously using the SADF mode.

1 Place one original (minimum 50 g/m^2 / 14 lb) on the ADF.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select "**More Menus**".

4 Select "**2-Sided / Original->Copy**", and then select "**Job Build and SADF**".

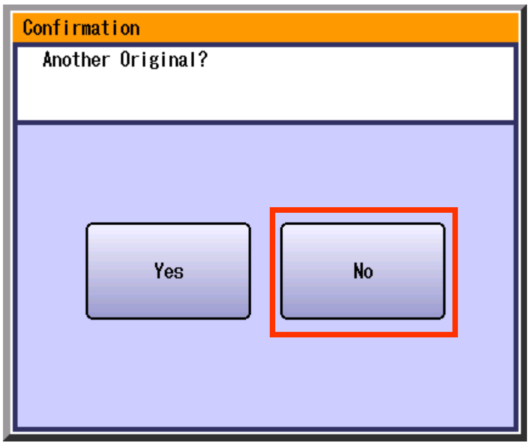


5 Enter the desired number of copies.

6 Press the **Start** key.

7 Place the next original within 5 seconds of last ejected original(s).

8 After the last page is scanned, select "**No**" in the Confirmation screen.



Job Build

This is useful for copying multiple sets of originals that exceed the maximum capacity of the ADF of 100 sheets (20 lb/Letter). (See the example below.)

Ex: To make 5 sets of sorted copies of 115-sheet of originals.

(a) Place the first 100 sheets of originals on the ADF.

(b) Select “**2-Sided / Original->Copy**”, and then select “**Job Build and SADF**”.

(c) Select “**Sort / Finish**”, and then select the desired Sorting/Finishing end result.

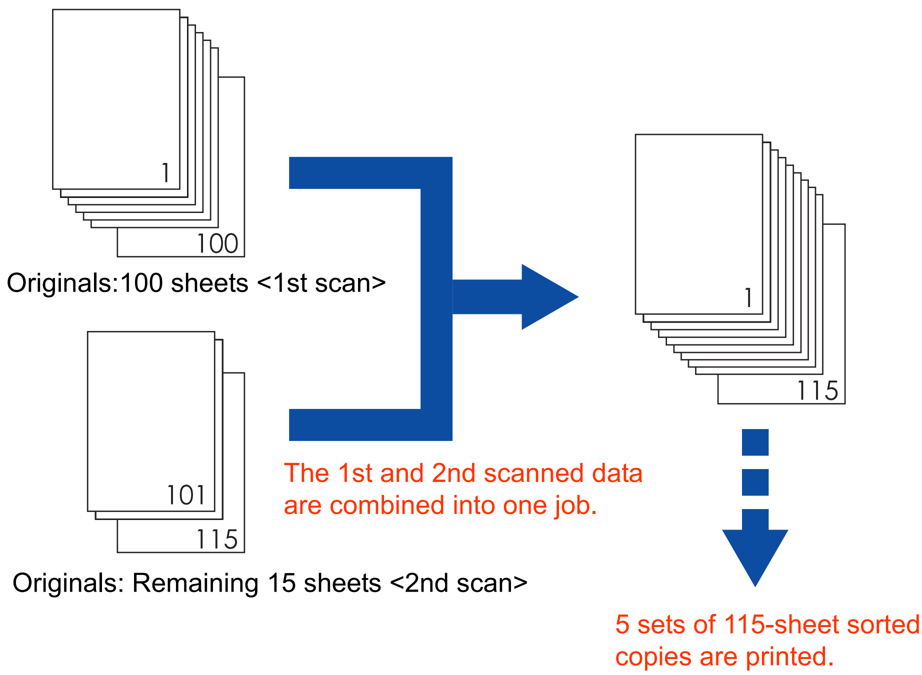
(d) Enter 5 for the number of copies.

(e) Press the **Start** key.

(f) After scanning the first 100 sheets, you can place the remaining 15 sheets of originals on the ADF within 5 seconds to continue copying without interrupting the cycle.
If you do nothing, the machine will display the message “Another original?”.

(g) Place the remaining 15 sheets of originals on the ADF, and then select “**Yes**”.

(h) After scanning the remaining 15 sheets, the message “Another original?” will be displayed. Select “**No**” to start the printing process.



NOTE

- Originals should be placed on the ADF.
- Up to 999 sheets of originals can be scanned in one job.
  The maximum capacity of the scanned data can be reached less than 999 sheets of originals depending on the type of sheets being scanned.
  If the memory becomes full during scanning, follow the instructions on the display.

Memo

Sort Mode

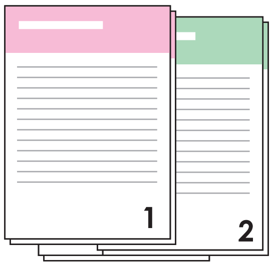
The original can be copied, printed, and sorted in a specified number of sets.

- When optional Finisher is not installed
  Refer to the Operating Instructions (For Basic Operations) of provided booklet.
- When optional Finisher is installed
  The Shift-Sort, Shift-Group, and Staple-Sort mode are available.
- When optional Punch Unit is installed
  The Punch mode is available.

Shift-Sort



Shift-Group



Staple-Sort



Punch



NOTE

- The maximum number of pages to staple are as follows.
  For 1Bin Finisher
  8.5" x 11" (Letter): 30 sheets, 8.5" x 14" (Legal) / 11" x 17" (Ledger): 20 sheets

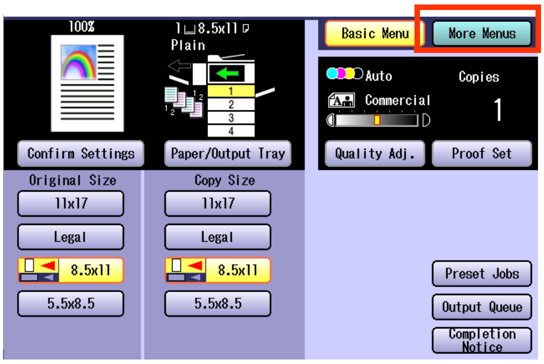
  For 1Bin Saddle-Stitch Finisher
  8.5" x 11" (Letter): 50 sheets, 8.5" x 14" (Legal) / 11" x 17" (Ledger): 25 sheets
  Saddle-Stitch:
  8.5" x 11" (Letter-R), 8.5" x 14" (Legal), 11" x 17" (Ledger): 10 sets (6-10 sheets/11-15 sheets*) / 20 sets (2-5 sheets)
  *17 lb Bond Paper

1 Place original(s).

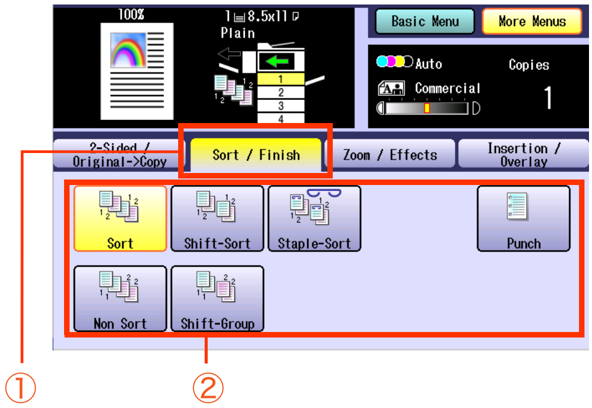
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select "**More Menus**".



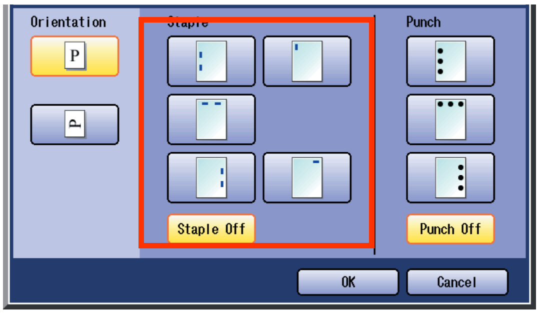
4 Select "**Sort / Finish**", and then select a sort mode.



- When "**Staple-Sort**" or "**Punch**" is selected, refer to the next page.

❑ When the optional 1Bin Saddle-Stitch Finisher is installed.

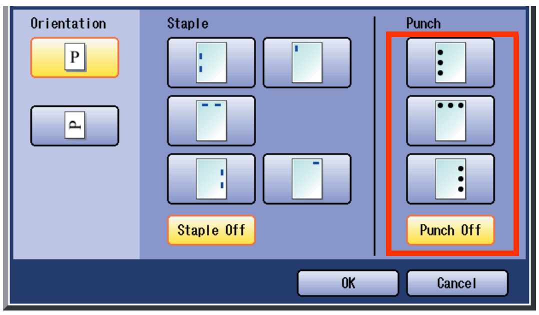
Select the Staple position.



	2 positions on the left side
	1 position on the upper left side
	2 positions on the upper side
	2 positions on the right side
	1 position on the upper right side

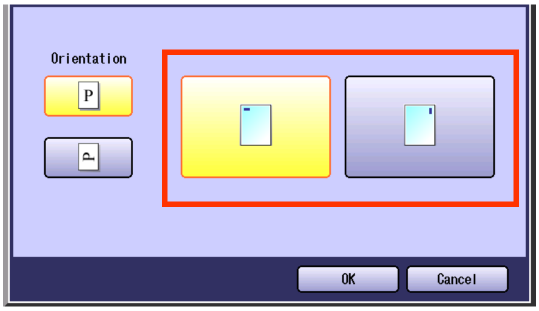
❑ When the optional Punch Unit is installed to the 1Bin Saddle-Stitch Finisher.

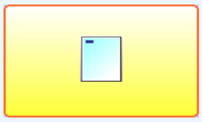
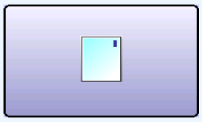
Select the Punch position.



❑ When the optional 1Bin Finisher is installed.

Select the Staple position.



	1 position on the upper left side
	1 position on the upper right side

5 Enter the desired number of copies.

6 Press the **Start** key.

● When copying from the Platen Glass, place the next original and follow the instructions described on the Touch Panel Display.

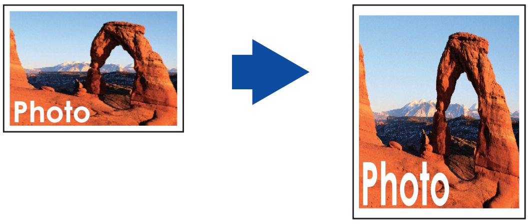
NOTE

● After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Zoom Mode

Variable Ratios

The original can be copied by setting the Enlargement/Reduction Ratio.

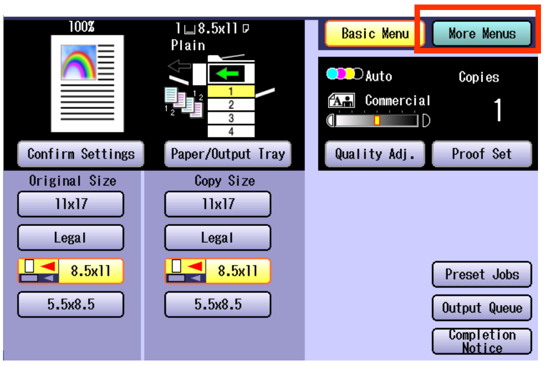


1 Place original(s).

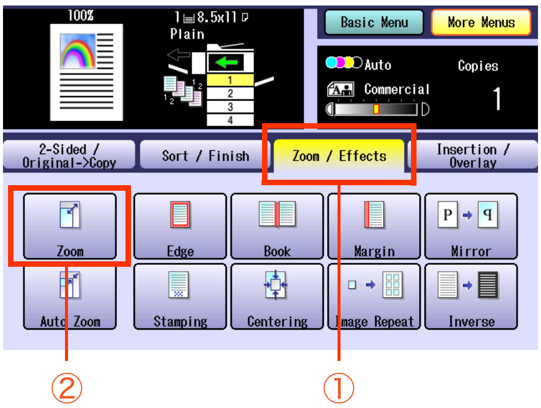
● Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

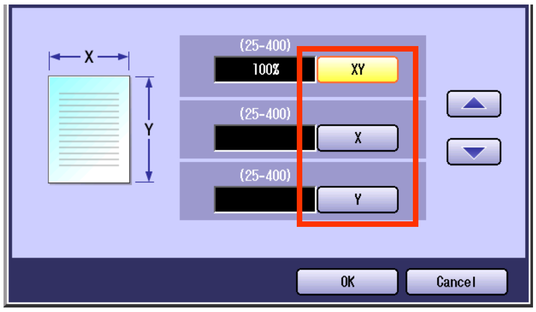
3 Select “**More Menus**”.



4 Select “**Zoom / Effects**”, and then select “**Zoom**”.



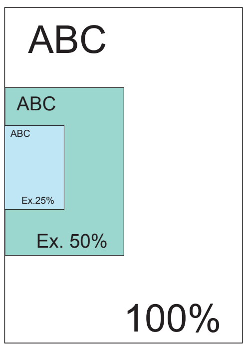
5 Select the item to enlarge/reduce.



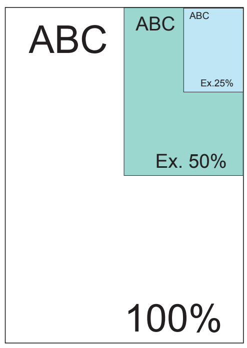
XY	Select to set the same enlargement/ reduction ratio vertically and horizontally.
X	Select to set the horizontal enlargement/reduction ratio.
Y	Select to set the vertical enlargement/ reduction ratio.

When a reduction copy is selected, it is printed on the following position and size.

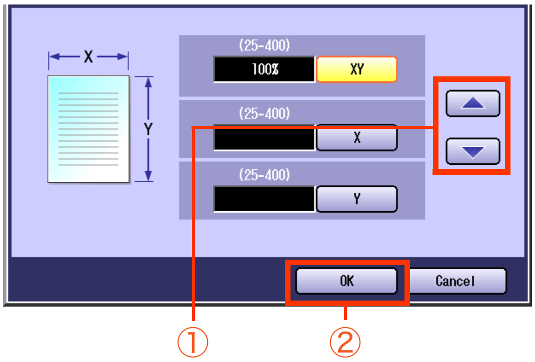
Place original(s) on the ADF.



Place an original on the Platen Glass.



6 Enter the zoom ratio with “▲” and “▼”, or the Keypad, and then select “**OK**”.



- The ratio can be set in 1% increments from 25% to 400%.
- When changing the paper size after setting the zoom ratio, select “**Basic Menu**”, and select “**Paper/Output Tray**”, and then select the paper size.

7 Enter the desired number of copies.

8 Press the **Start** key.

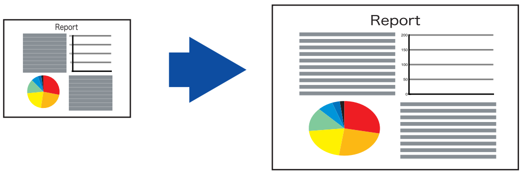
- When copying from the Platen Glass, place the next original, and follow the instructions described on the Touch Panel Display.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Auto Zoom

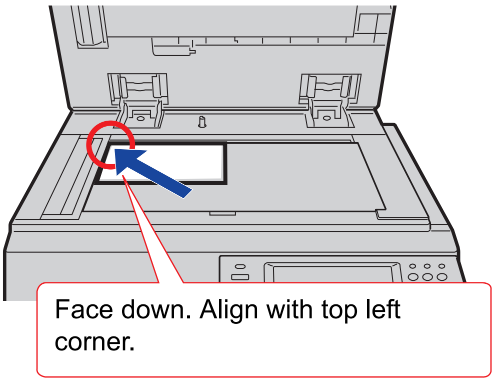
By setting Auto Zoom, originals can be automatically enlarged/reduced to fit the size of the loaded paper.



NOTE

- This function can be selected when the original is placed on the Platen Glass.
- As the original is placed on the Platen Glass, the position of the original may be erroneously detected if influenced by ambient light.
- If the margin around the original is 5 mm wide or less, the original may not be correctly detected, and the copy image may be unclear.

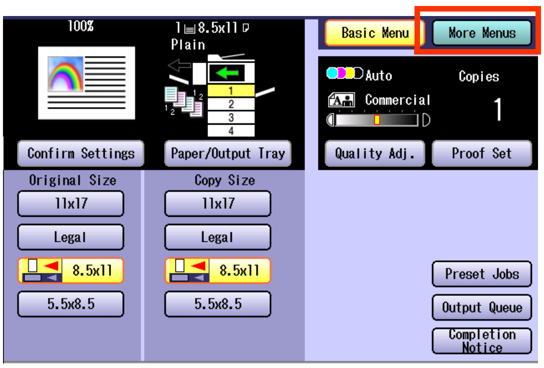
1 Open the ADF more than 45 degrees, and place original on the Platen Glass, and then leave the ADF open.



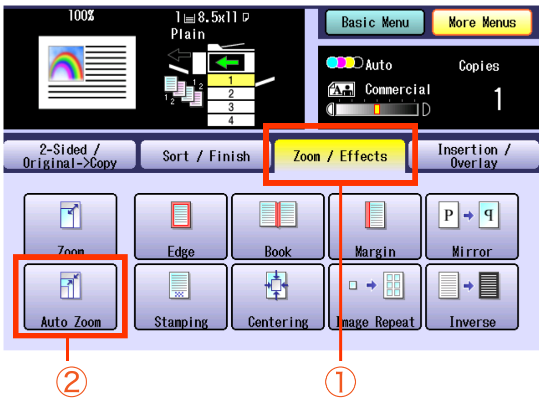
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

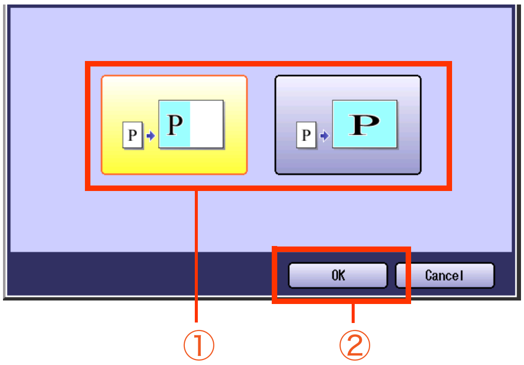
3 Select “**More Menus**”.

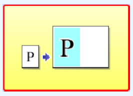
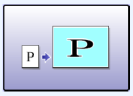


4 Select “**Zoom / Effects**”, and then select “**Auto Zoom**”.

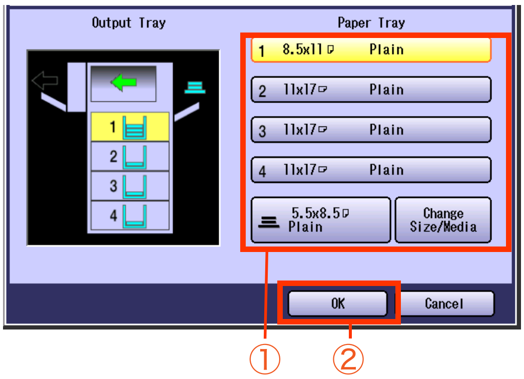


5 Select the desired zoom type ratio, and then select “**OK**”.



	Enlarged or reduced according to the vertical or horizontal size of the paper (the one with the smaller magnification ratio is selected).
	Enlarged or reduced according to both vertical/ horizontal size of the paper.

6 Select the desired size of paper, and then select “**OK**”.



7 Enter the desired number of copies.

8 Press the **Start** key.

- When copying from the Platen Glass, place the next original, and follow the instructions described on the Touch Panel Display.

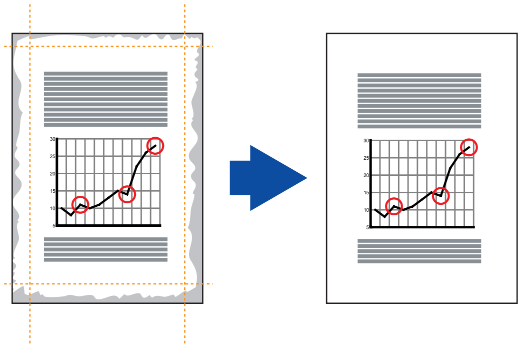
NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Effect Modes

Setting a Blank Edge

Unnecessary edge can be erased by setting a blank edge.



NOTE

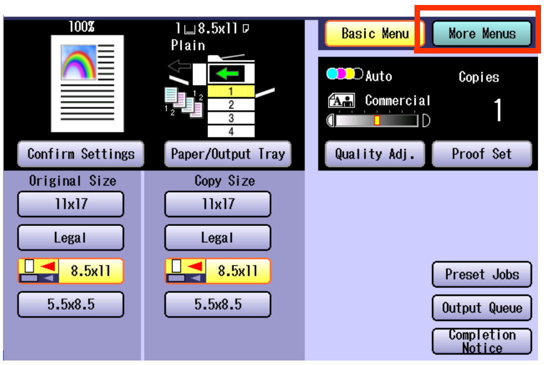
- When "**Zoom**" is selected, the erasing width varies depending on the zoom ratio.

1 Place original(s).

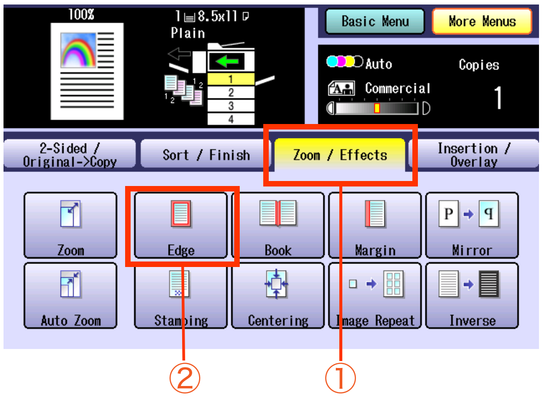
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

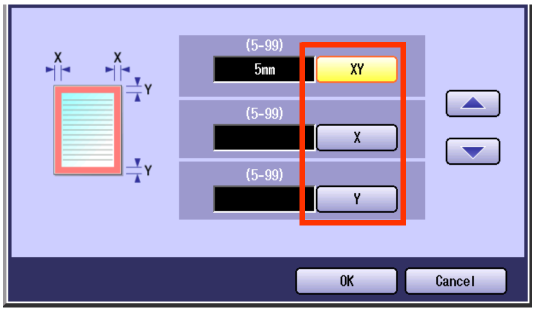
3 Select "**More Menus**".



4 Select "**Zoom / Effects**", and then select "**Edge**".

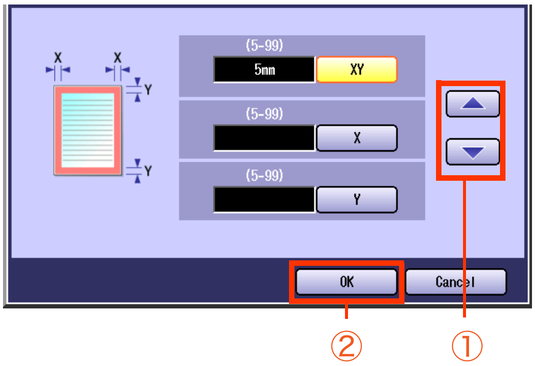


5 Select “**XY**” to set the same value for X and Y, or “**X**” or “**Y**” to set a different value for X and Y.



XY	Select to set the same erasing width for all sides.
X	Select to set the erasing width for the right and left sides.
Y	Select to set the erasing width for the top and bottom sides.

6 Enter the erasing width with “▲” and “▼”, or the Keypad, and then select “**OK**”.



- The erasing width can be set in 1 mm increments from 5 mm to 99 mm.

7 Enter the desired number of copies.

8 Press the **Start** key.

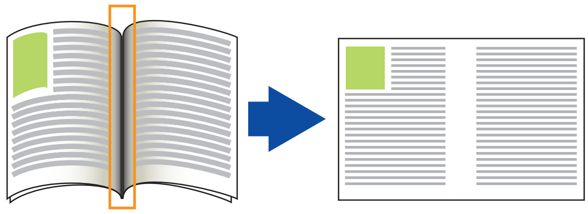
- When copying from the Platen Glass, place the next original, and follow the instructions described on the Touch Panel Display. (The instructions are displayed only when the Sort mode other than “**Non Sort**” is selected.)

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Eliminating Dark Inner Binding Shadows

When copying original such as the center of folding position may be shaded, the shade can be easily eliminated.



The shade is erased.

NOTE

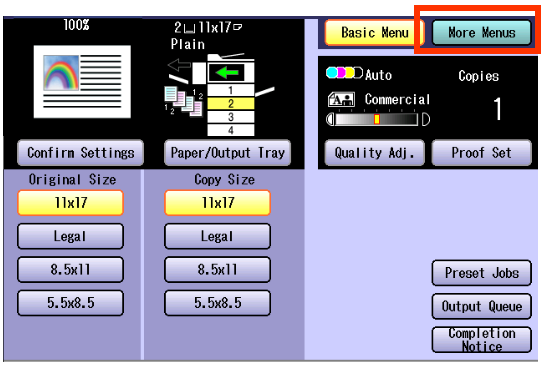
- When "**Zoom**" is selected, the erasing width varies depending on the zoom ratio.
- When "**Overlay**" or "**Form Overlay**" is selected, this function cannot be executed for the overlay original.

1 Place original(s).

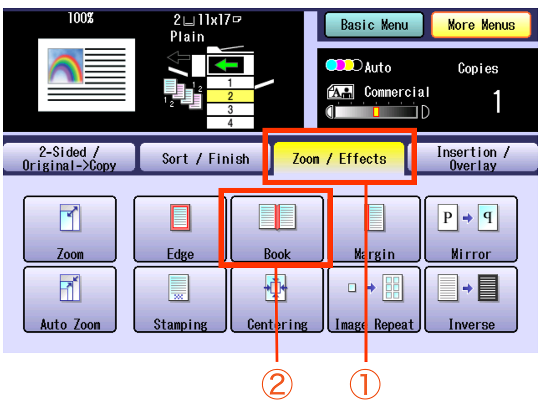
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

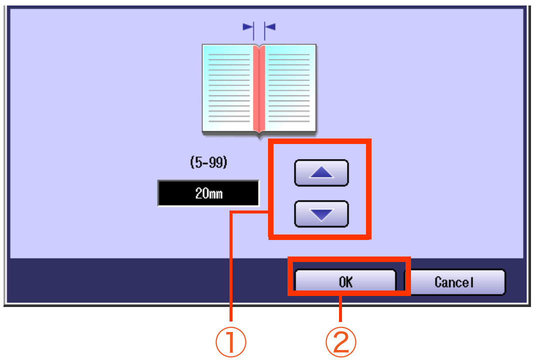
3 Select "**More Menus**".



4 Select "**Zoom / Effects**", and then select "**Book**".



5 Enter the erasing width with "▲" and "▼", or the Keypad, and then select "**OK**".



- The erasing width can be set in 1 mm increments from 5 mm to 99 mm.

6 Enter the desired number of copies.

7 Press the **Start** key.

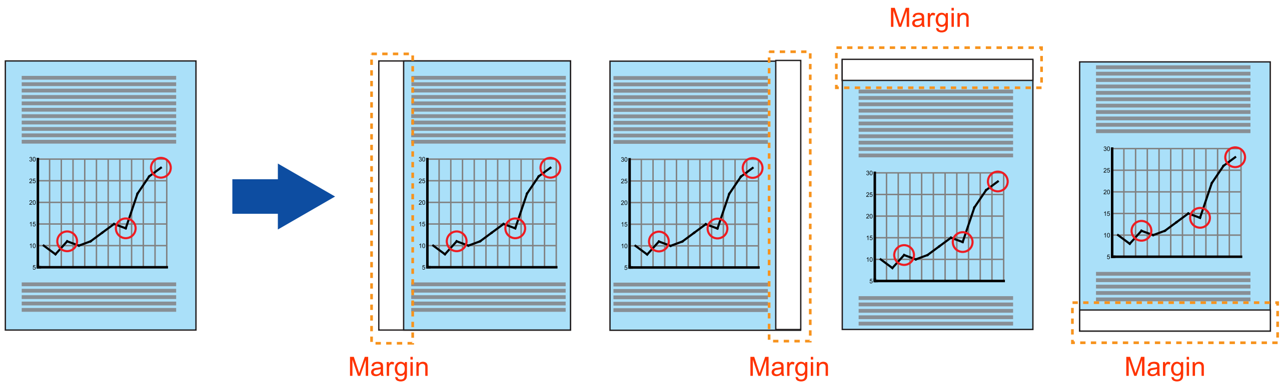
- When copying from the Platen Glass, place the next original, and follow the instructions described on the Touch Panel Display. (The instructions are displayed only when the Sort mode other than "**Non Sort**" is selected.)

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Shifting Image to Right, Left, Up, or Down

The margin can be added on any 4 sides of the image with the image shifted to the right, left, up, or down accordingly.



NOTE

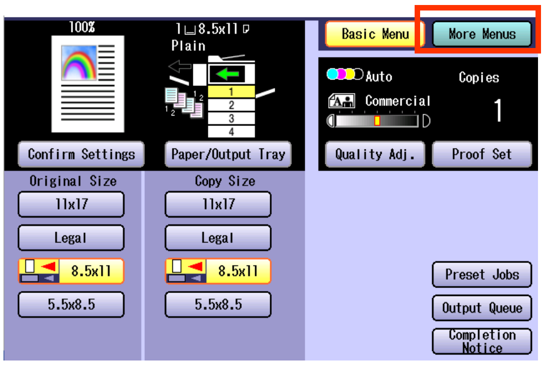
- If a part of the copied image is missing, change the Margin Reduction setting to "**Yes**". Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- When "**Overlay**" or "**Form Overlay**" is selected, the binding margin is also set for the overlay original.
- If this setting is made when the 2-Sided copy is selected, the print position comes out different between the front and back sides of copy.

1 Place original(s).

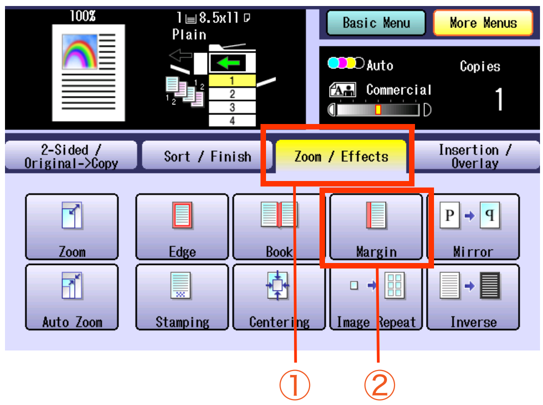
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select "**More Menus**".

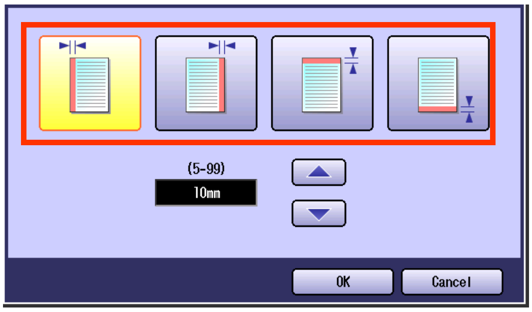


4 Select "**Zoom / Effects**", and then select "**Margin**".



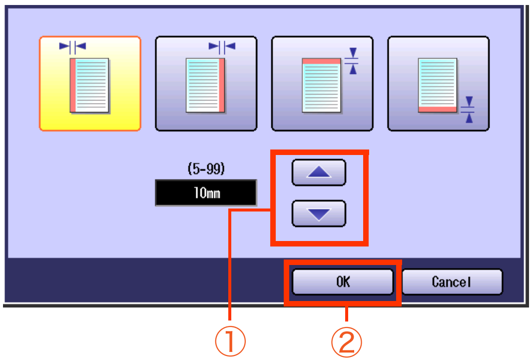
Continued on the next page...

5 Select the desired position of the binding margin.



	Select to set the binding margin on the left side of the paper.
	Select to set the binding margin on the right side of the paper.
	Select to set the binding margin on the top side of the paper.
	Select to set the binding margin on the bottom side of the paper.

6 Enter the width of the binding margin with “▲” and “▼”, or the Keypad, and then select “**OK**”.



- The width of the binding margin can be set in 1 mm increments from 5 mm to 99 mm.

7 Enter the desired number of copies.

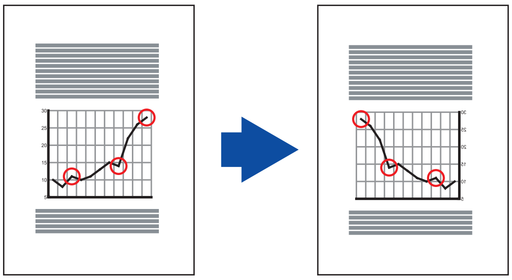
8 Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Copying Mirror Image

The laterally reversed image of original can be copied.

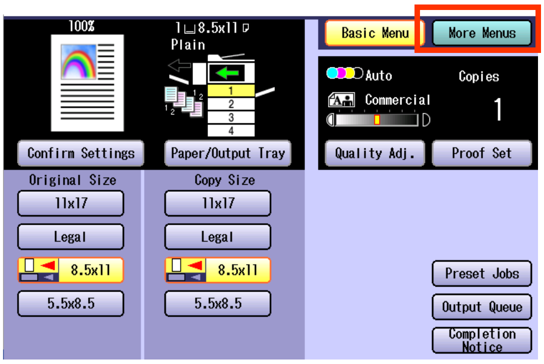


1 Place original(s).

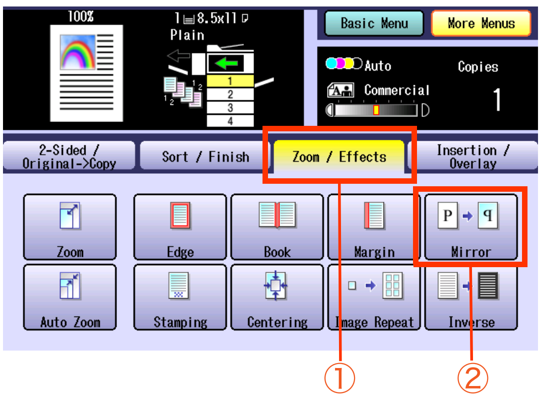
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select "**More Menus**".



4 Select "**Zoom / Effects**", and then select "**Mirror**".



5 Enter the desired number of copies.

6 Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Copying with Stamping

Page Number or Date, etc. can be stamped on each sheet.

NOTE

- This function can be selected when the original is placed on the ADF.
- Only one kind of stamp can be selected from Page Number, Date, Issue Number, and Text for each scan job.
- Stamped only in black.
- No stamp is printed on a blank page when an odd number of originals is copied with "**1 -> 2**" selected.

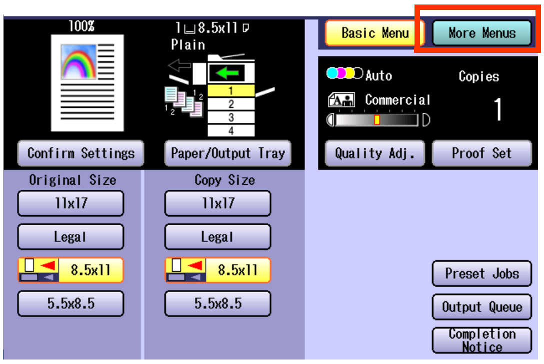
■ Basic Operation for Stamping

1 Place original(s) on the ADF.

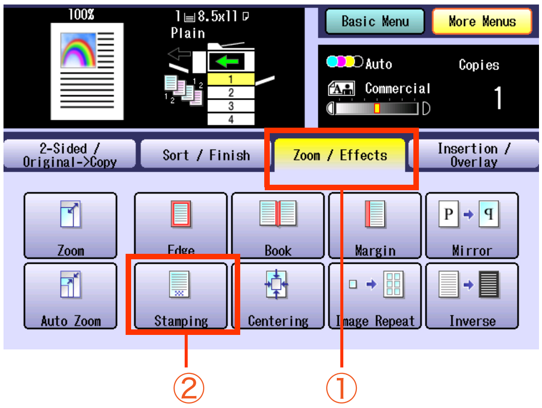
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

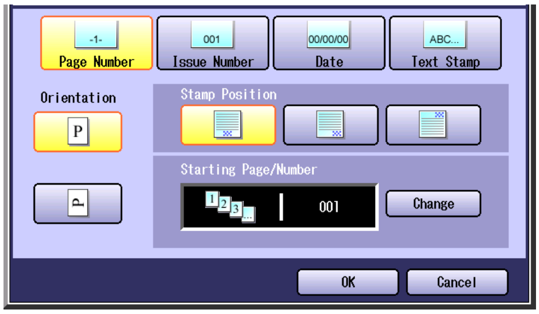
2 Press the **Copy** key if the machine is set to other function mode.

3 Select "**More Menus**".



4 Select "**Zoom / Effects**", and then select "**Stamping**".





- **Page Number** (see page 63)
- **Issue Number** (see page 65)
- **Date** (see page 67)
- **Text Stamp** (see page 69)

5 Enter the desired number of copies.

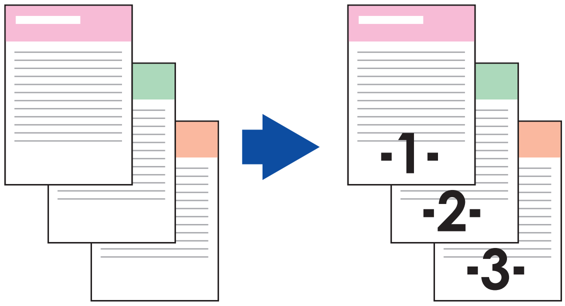
6 Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Page Number

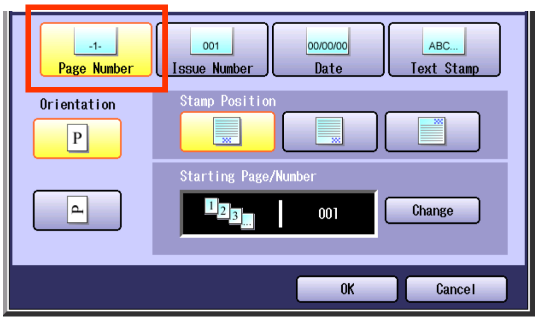
The original can be copied with page numbers printed.



NOTE

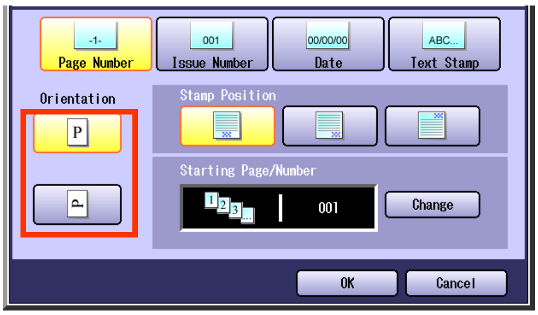
- The default is -n- (number) format. To change to n/m (number/maximum) format, refer to **Copier Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- Make sure to select "**Sort**".

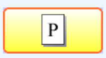
1 Select "**Page Number**".



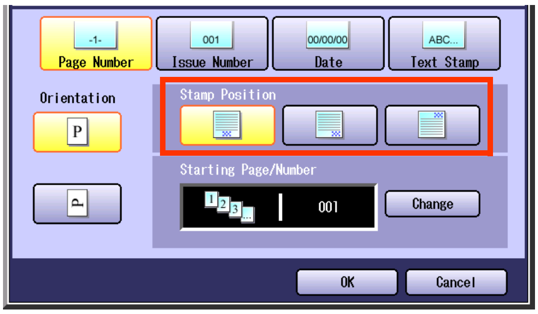
- To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 62).

2 Select the Orientation of the original.



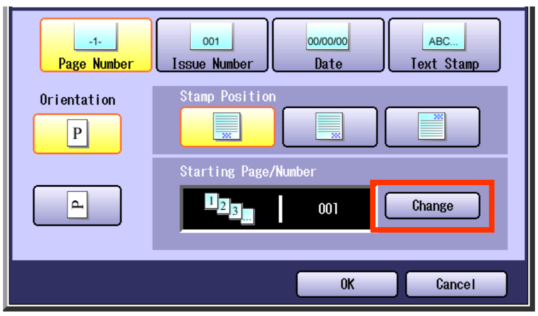
	Select the orientation of the original according to the orientation of its characters (vertical direction).
	Select the orientation of the original according to the orientation of its characters (horizontal direction).

3 Select the Stamp Position.



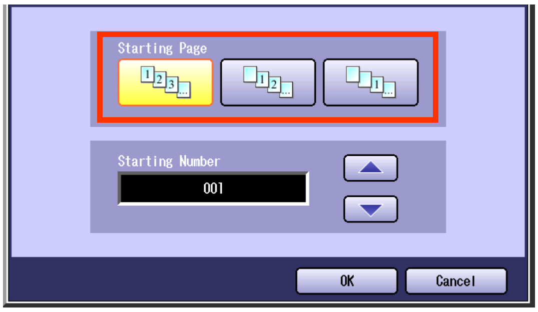
	The page number is printed on the bottom at the center.
	The page number is printed on the bottom right side.
	The page number is printed on the upper right side.

4 To change the start page and start number, select "**Change**".



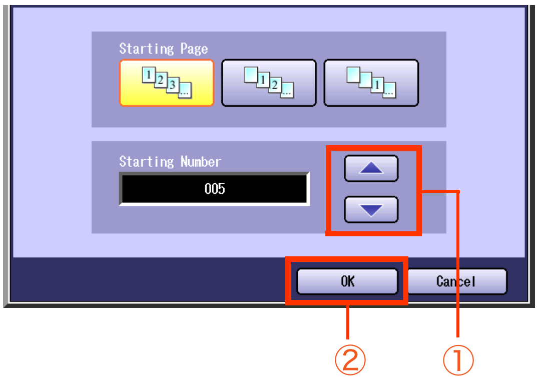
Continued on the next page...

5 If “**Change**” was selected in step 4, select the Starting Page.



	The page numbering starts from the first page.
	The page numbering starts from the second page.
	The page numbering starts from the third page.

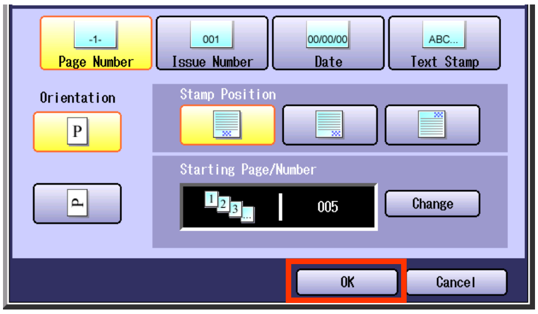
6 If “**Change**” was selected in step 4, enter the Starting Number with “▲” and “▼”, or the Keypad, and then select “**OK**”.



- Starting page number can be set from 1 to 999.

	Each time it is selected, the number increments by 1.
	Each time it is selected, the number declines by 1.

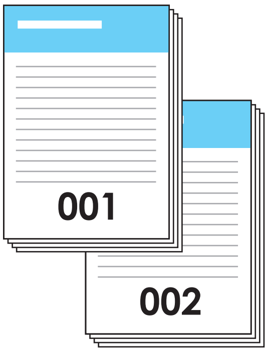
7 Select “**OK**”.



- For the following steps, refer to steps 5 to 6 in **Basic Operation for Stamping** (see page 62).

Issue Number

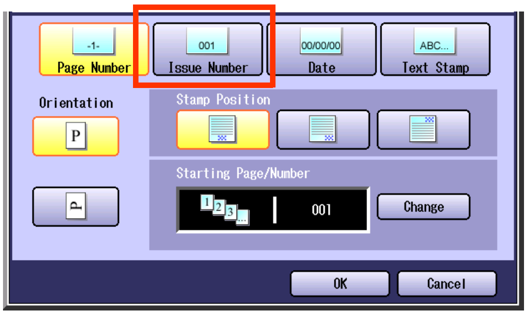
The original can be copied with consecutive numbers from 001 to 999 printed.



NOTE

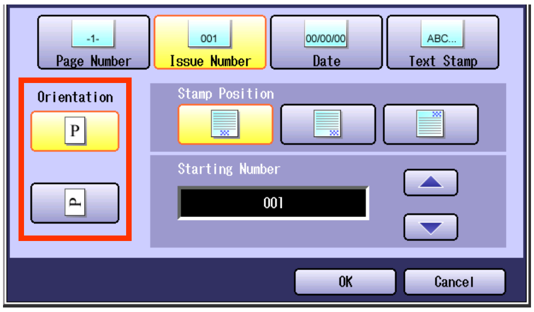
- The Issue Numbers can be set from 001 to 999. After 999, the number returns to 001.

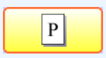
1 Select "**Issue Number**".



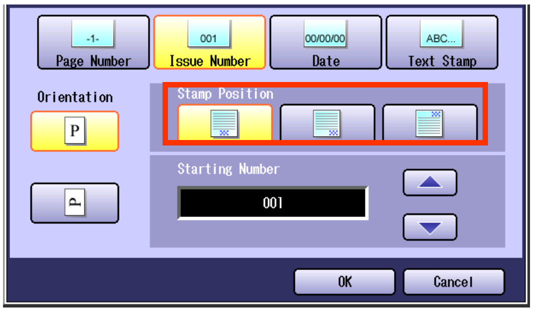
- To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 62).

2 Select the Orientation of the original.



	Select the orientation of the original according to the orientation of its characters (vertical direction).
	Select the orientation of the original according to the orientation of its characters (horizontal direction).

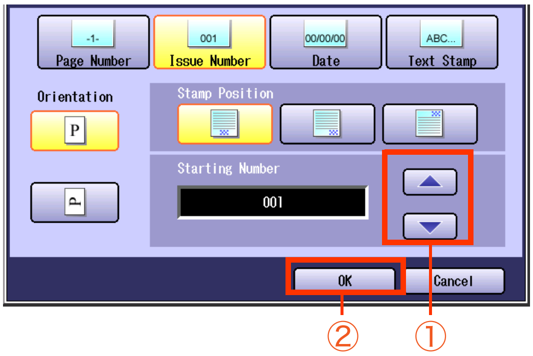
3 Select the Stamp Position.



	The issue number is printed on the bottom at the center.
	The issue number is printed on the bottom right side.
	The issue number is printed on the upper right side.

Continued on the next page...

4 Enter the Starting Number with “▲” and “▼”, or the Keypad, and then select “**OK**”.

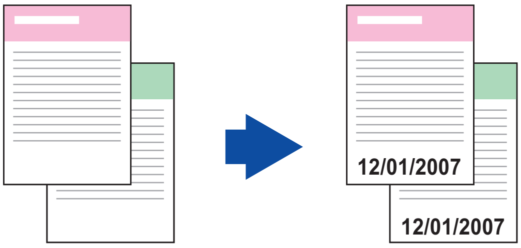


	Each time it is selected, the number increments by 1.
	Each time it is selected, the number declines by 1.

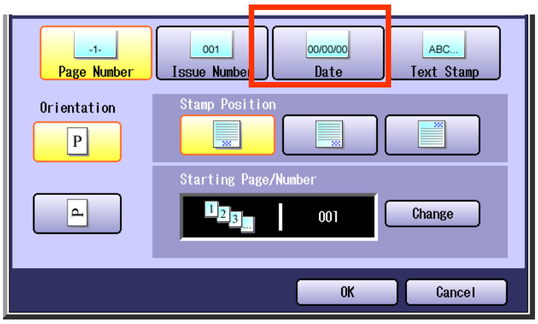
- For the following steps, refer to steps 5 to 6 in the **Basic Operation for Stamping** (see page 62).

Date

The original can be copied with a date printed. The date is printed in the MM/DD/YYYY format.

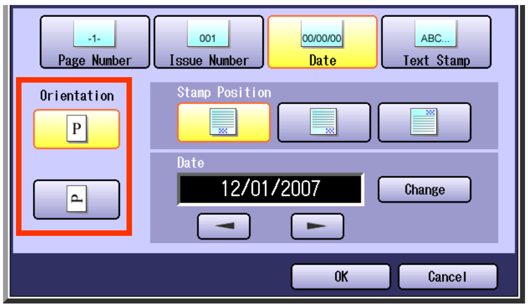


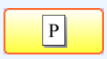
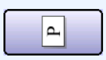
1 Select “**Date**”.



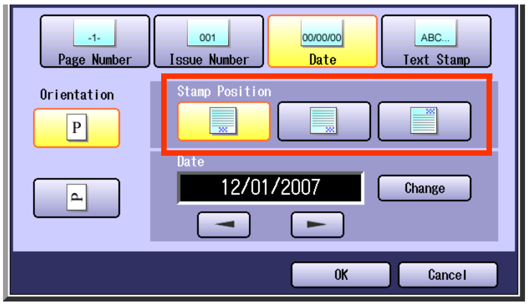
- To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 62).

2 Select the Orientation of the original.



	Select the orientation of the original according to the orientation of its characters (vertical direction).
	Select the orientation of the original according to the orientation of its characters (horizontal direction).

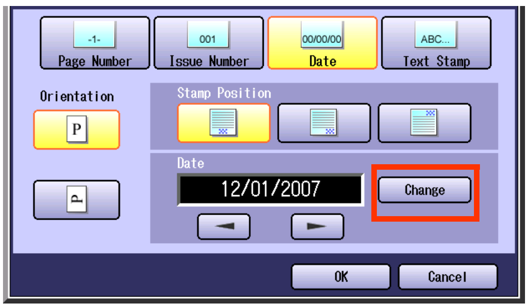
3 Select the Stamp Position.



	The date is printed on the bottom at the center.
	The date is printed on the bottom right side.
	The date is printed on the upper right side.

4 To change the date, follow the steps below.

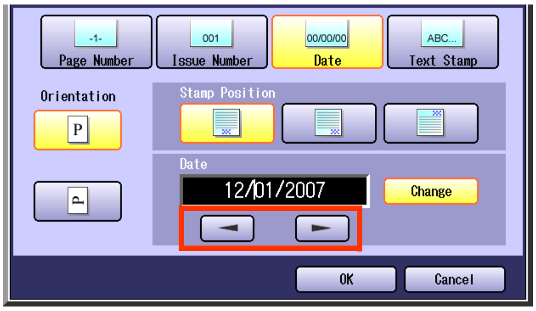
Select “**Change**”.



The cursor is displayed.

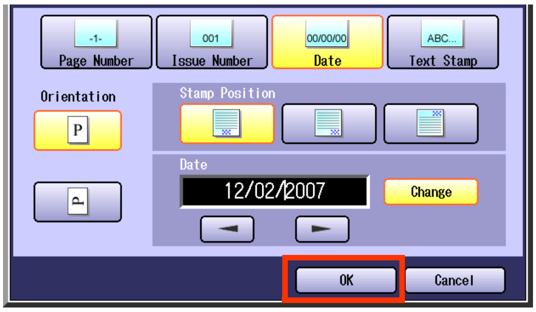
Continued on the next page...

Move the cursor to the desired position using  and  .



Change the date with the Keypad.

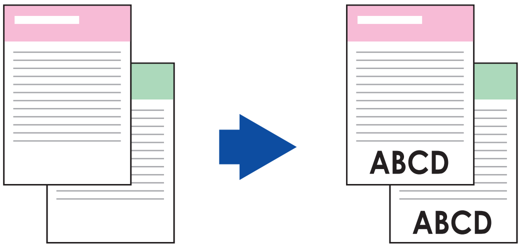
5 Select “**OK**”.



- For the following steps, refer to steps 5 to 6 in the **Basic Operation for Stamping** (see page 62).

Text Stamp

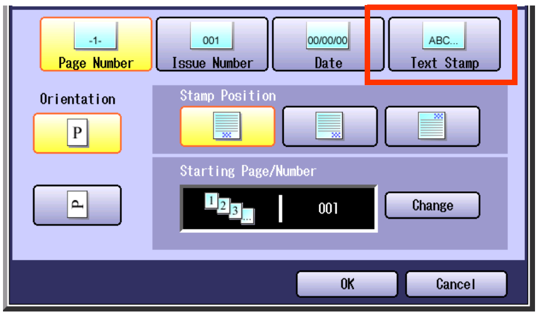
The original can be copied with text printed.



NOTE

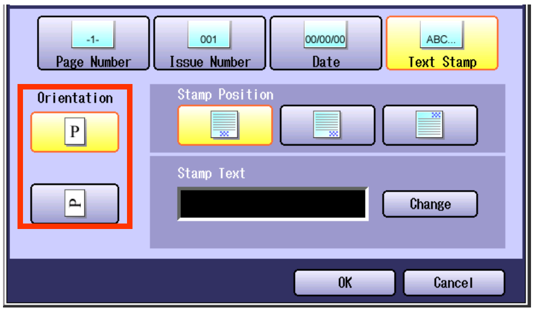
- Up to 32 characters, including A to Z, a to z, 0 to 9, symbols, @, . (Period), _ and space can be printed.
- The font size is 2.1 mm x 3.1 mm.

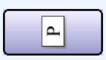
1 Select “**Text Stamp**”.



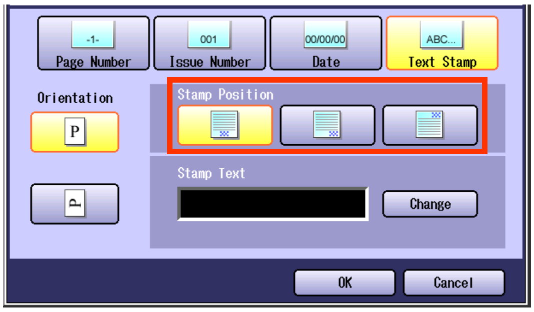
- To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 62).

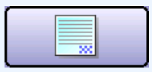
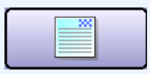
2 Select the Orientation of the original.



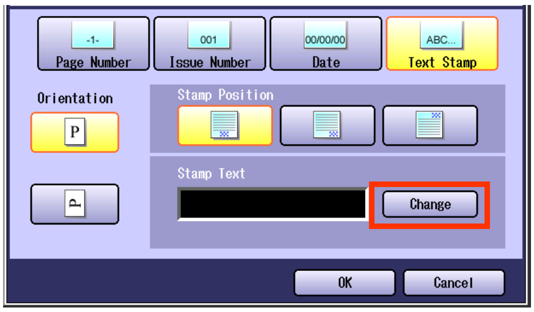
	Select the orientation of the original according to the orientation of its characters (vertical direction).
	Select the orientation of the original according to the orientation of its characters (horizontal direction).

3 Select the Stamp Position.



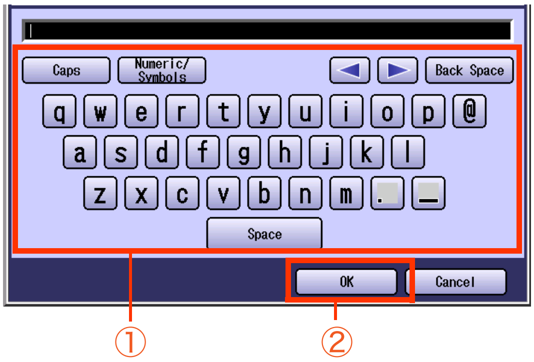
	The text stamp is printed on the bottom at the center.
	The text stamp is printed on the bottom right side.
	The text stamp is printed on the upper right side.

4 Select “**Change**”.



Continued on the next page...

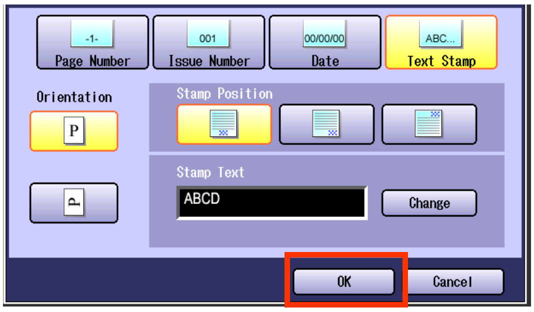
5 Enter text, and then select "**OK**".



● Up to 32 characters.

● For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

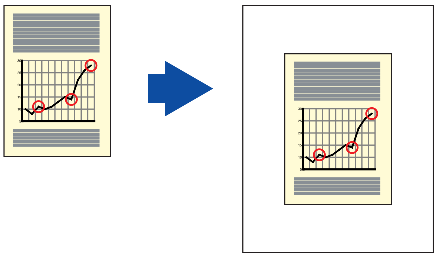
6 Select "**OK**".



● For the following steps, refer to steps 5 to 6 in the **Basic Operation for Stamping** (see page 62).

Centering

The copying image can be centered automatically on a selected paper.



NOTE

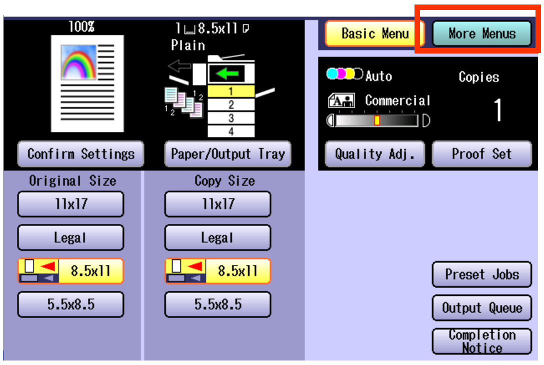
- This function can be selected when the original is placed on the Platen Glass.
- As the original is placed on the Platen Glass, the position of the original may be erroneously detected if influenced by ambient light.
- If the margin around the original is 5 mm wide or less, the original may not be correctly detected, and the copy image may be unclear.

1 Open the ADF more than 45 degrees, and place original on the Platen Glass, and then leave the ADF open.

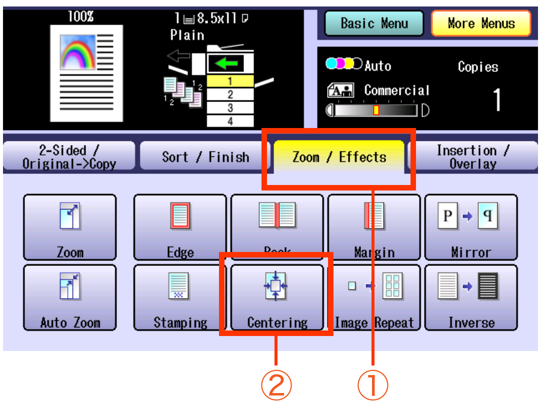
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

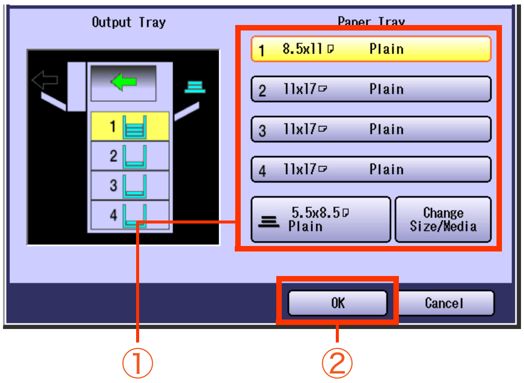
3 Select "**More Menus**".



4 Select "**Zoom / Effects**", and then select "**Centering**".



5 Select the desired type of paper, and then select "**OK**".



6 Enter the desired number of copies.

7 Press the **Start** key.

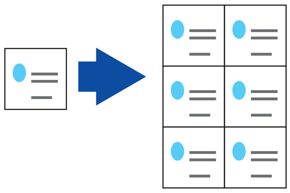
NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Image Repeat

Create multiple images on a sheet from a single original.

The minimum size of the original is 20 mm x 20 mm.



NOTE

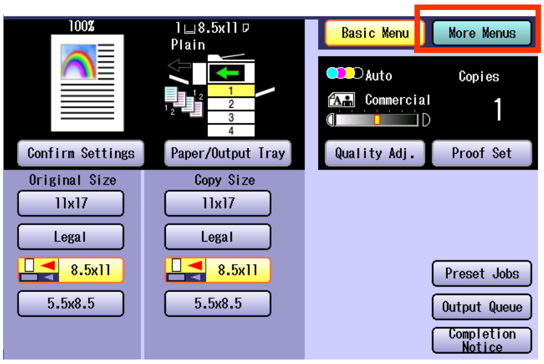
- Dotted lines can be printed between each of the copied images. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- This function can be selected when the original is placed on the Platen Glass.
- As the original is placed on the Platen Glass, the position of the original may be erroneously detected if influenced by ambient light.
- If the margin around the original is 5 mm wide or less, the original may not be correctly detected, and the copy image may be unclear.

1 Open the ADF more than 45 degrees, and place original on the Platen Glass, and then leave the ADF open.

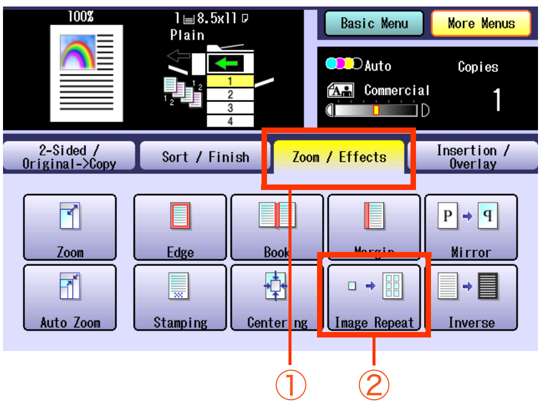
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

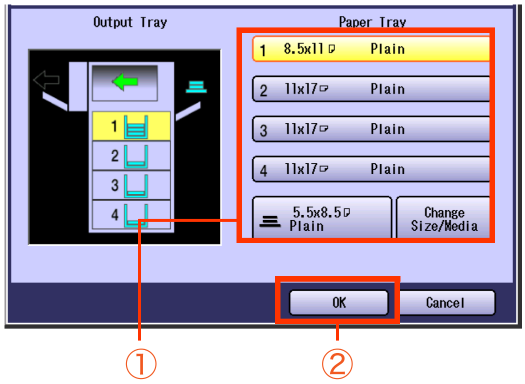
3 Select “**More Menus**”.



4 Select “**Zoom / Effects**”, and then select “**Image Repeat**”.



5 Select the desired type of paper, and then select “**OK**”.



6 Enter the desired number of copies.

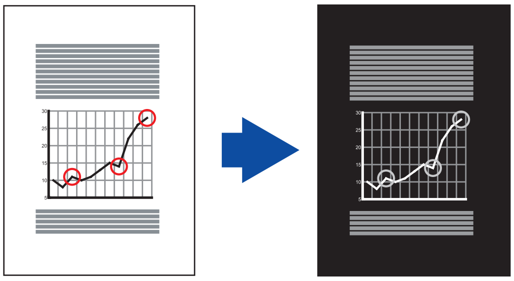
7 Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Copying Inverse Image

The tonal inversion of image can be copied in black and white.



NOTE

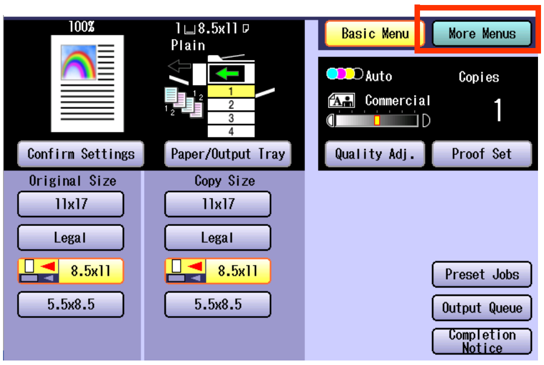
- This function is only available when “**Black**” is selected in the Color mode. If the “**Inverse**” is selected when the other Color mode has been set, a message appears prompting you to change the setting to “**Black**”.
- This function is canceled if the Color mode is changed from “**Black**” to the other Color mode after selecting “**Inverse**”.
- The Color mode remains set to “**Black**” even if the Inverse mode is canceled. To cancel the “**Black**” mode, select other Color mode or press the **Reset** key.

1 Place original(s).

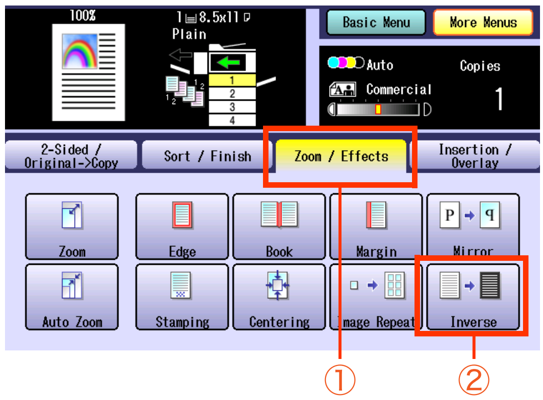
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select “**More Menus**”.



4 Select “**Zoom / Effects**”, and then select “**Inverse**”.



5 Enter the desired number of copies.

6 Press the **Start** key.

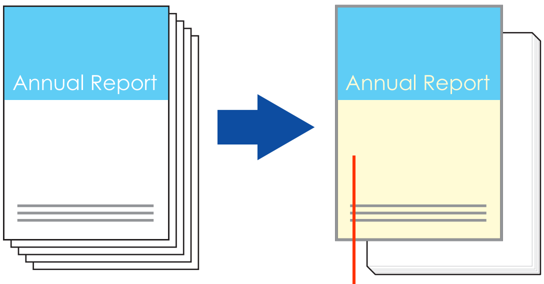
NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Insertion Modes

Adding a Cover Page to Copies

The original can be copied using other types of paper for a cover page. Only the Front cover, or Front and Back covers can be selected.

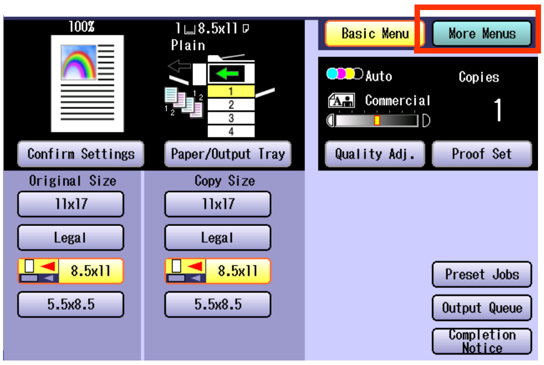


1 Place original(s) on the ADF.

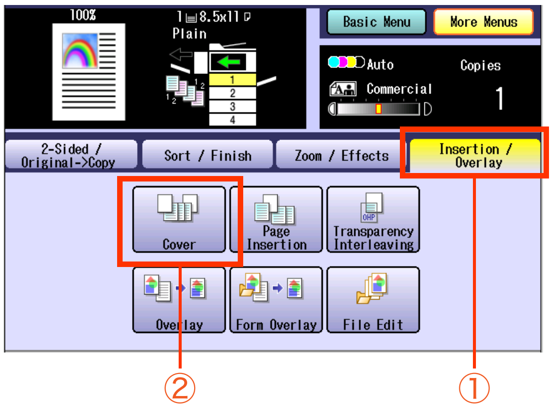
● Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

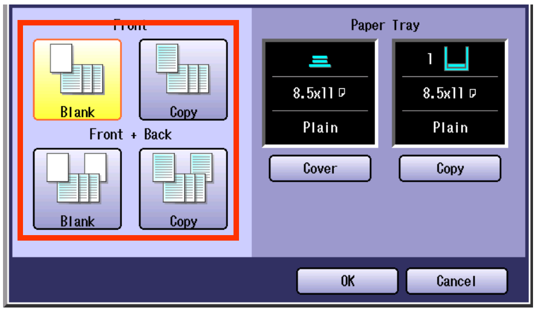
3 Select “**More Menus**”.



4 Select “**Insertion / Overlay**”, and then select “**Cover**”.

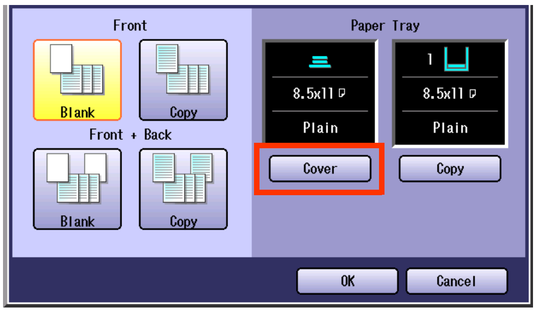


5 Select the Front, or Front and Back covers.



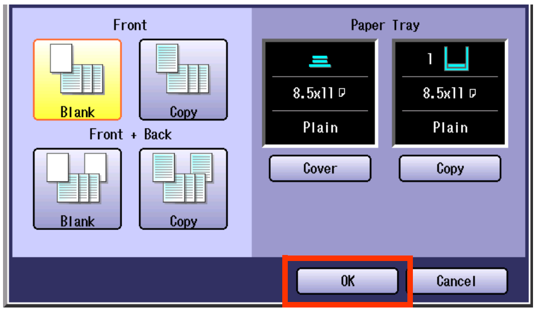
Front Blank	Select to add a Blank Front cover.
Front Copy	Select to add a copied Front cover.
Front+Back Blank	Select to add a Blank Front and Back cover.
Front+Back Copy	Select to add a copied Front and Back cover.

6 Select "**Cover**" until the desired Paper Tray is displayed.



- When changing paper for copies other than the cover page, select "**Copy**", and change the Paper Tray.
- When using color or Special paper for the cover page, place the paper in the Sheet Bypass or any tray beforehand, and also select the type of paper that you will use. If the type of paper is not selected properly, the quality of the image may become poor. Refer to the Operating Instructions (For Basic Operations) of provided booklet.

7 Select "**OK**".



8 Enter the desired number of copies.

9 Press the **Start** key.

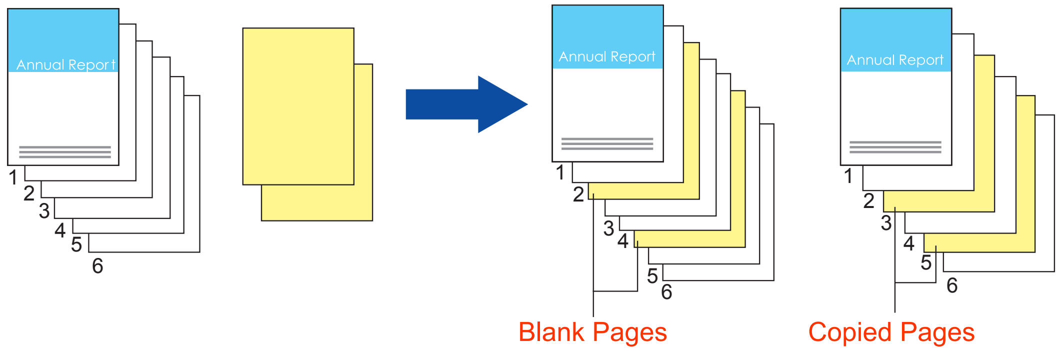
NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Inserting Blank/Copied Pages Between Copies

The original can be copied by inserting other types of paper between specified pages.

You can copy specified pages (including the cover page) on paper such as colored paper set in a Paper Tray or on the Sheet Bypass.

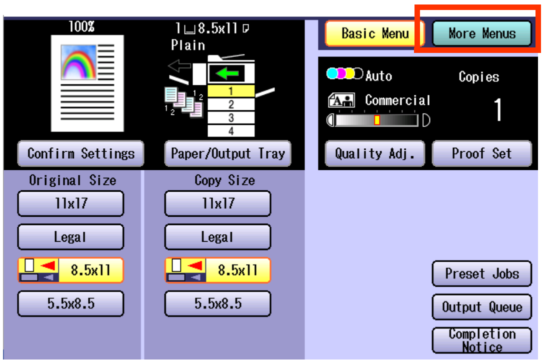


1 Place original(s) on the ADF.

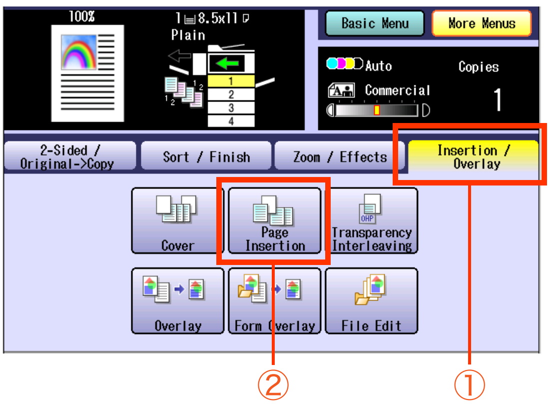
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

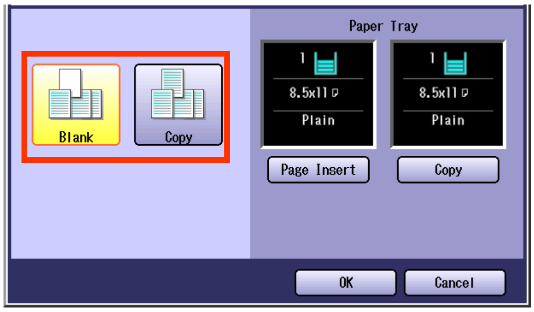
3 Select "**More Menus**".



4 Select "**Insertion / Overlay**", and then select "**Page Insertion**".

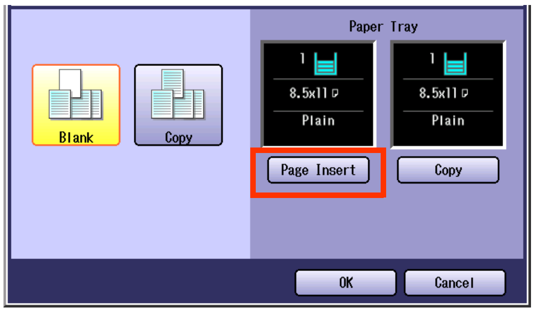


5 Select the type of page to insert.



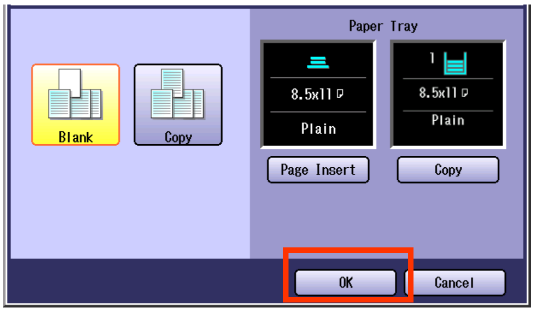
Blank	Inserts blank pages.
Copy	Inserts copied pages.

6 Select "**Page Insert**" until the desired Paper Tray is displayed.

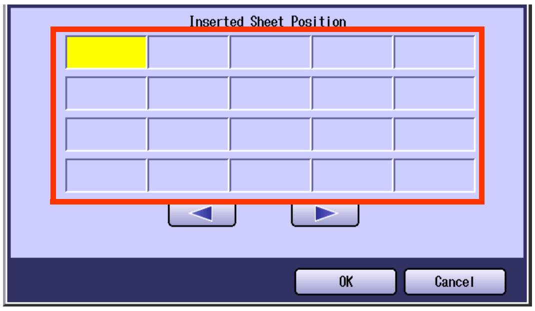


- When changing paper for copies other than the inserted page, select "**Copy**", and change the Paper Tray.
- When using color paper for the inserted page, place the paper in the Sheet Bypass beforehand, and also select the type of paper that you will use. If the type of paper is not selected properly, the quality of the image may become poor. Refer to the Operating Instructions (For Basic Operations) of provided booklet.

7 Select “**OK**”.



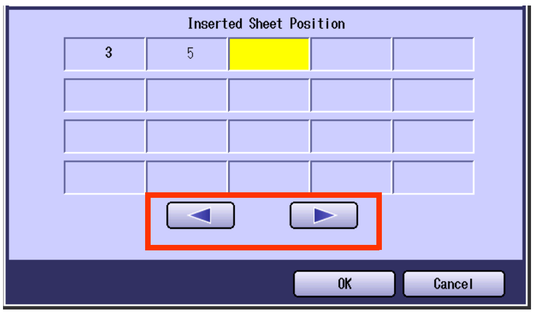
8 Enter the page numbers with Keypad where the insertion pages are placed.





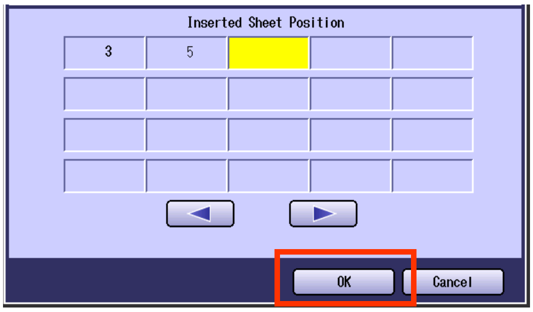
- To erase an entered number, press the **Clear** key.

9 Select  to enter the following page numbers where the insertion pages are placed.



- By selecting  and , move the cursor to enter the insertion page numbers.
- Up to 20 insertion page numbers can be entered.

10 Select “**OK**”.



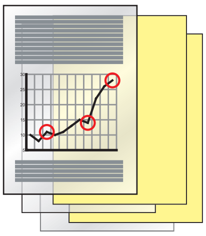
11 Enter the desired number of copies.

12 Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Inserting Blank Pages Between Transparency Films

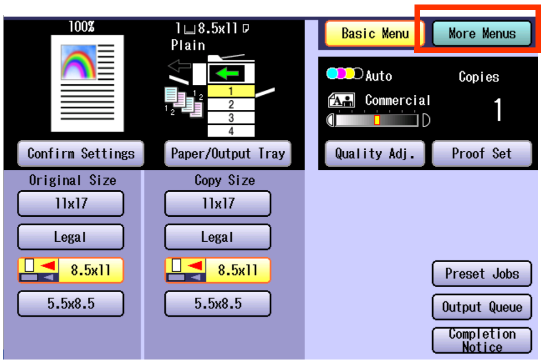


1 Place original(s) on the ADF.

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

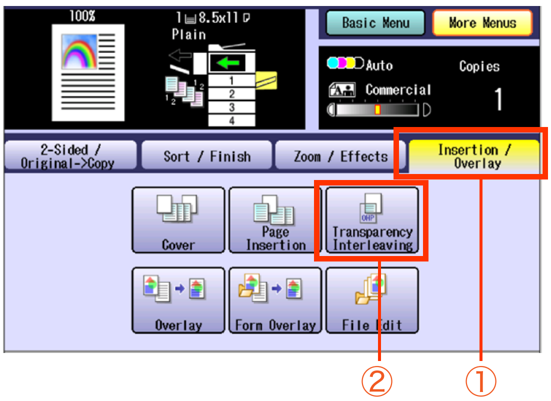
3 Select “**More Menus**”.



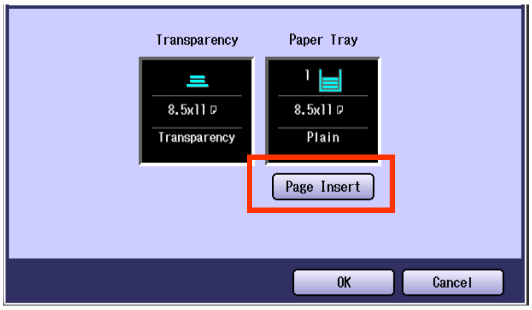
4 Place the Transparency Films on the Sheet Bypass.

- How to use the Sheet Bypass and change the Printing Media, refer to **Adding Paper <Printing Media>** in the Operating Instructions (For Basic Operations) of provided booklet.

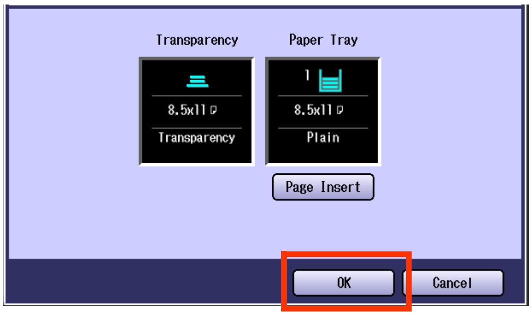
5 Select “**Insertion / Overlay**”, and then select “**Transparency Interleaving**”.



6 When changing the paper to be inserted between Transparency Films, select “**Page Insert**” until the desired Paper Tray is displayed.



7 Select “**OK**”.



8 Enter the desired number of copies.

9 Press the **Start** key.

NOTE

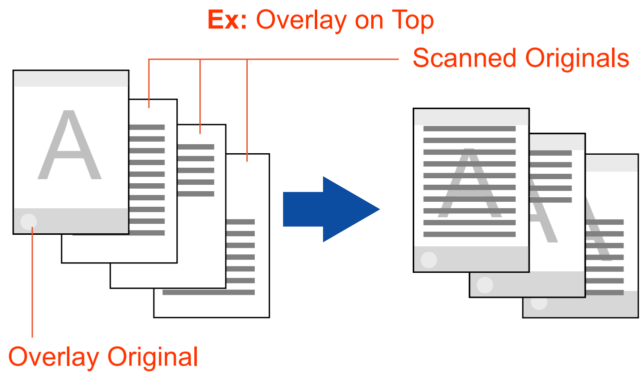
- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Memo

Overlay Modes

Overlaying an Image onto the Copies

The original can be overlaid with the first page of the original.
The first page is called the overlay original, and the second page onwards are called the scanned original, respectively.



NOTE

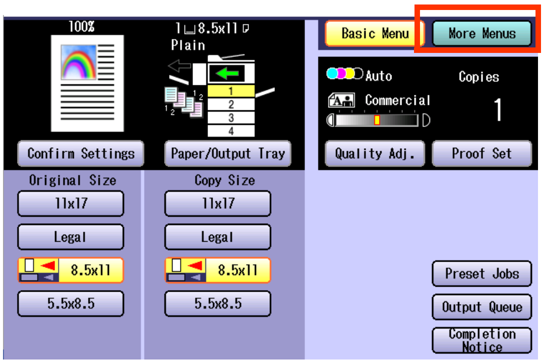
- The size available for both of the overlay original and scanned original is 8.5" x 11".
- "**Auto**" cannot be selected in the Color mode.
- When "**Margin**" is selected, a binding margin is also set for the overlay original.
- When "**Cover**" or "**Page Insertion**" is selected, if the cover page and insertion pages are not set to be copied, the overlay is not executed for blank pages. If these pages are set to be copied, the overlay is executed for copied pages.

1 Place original(s).

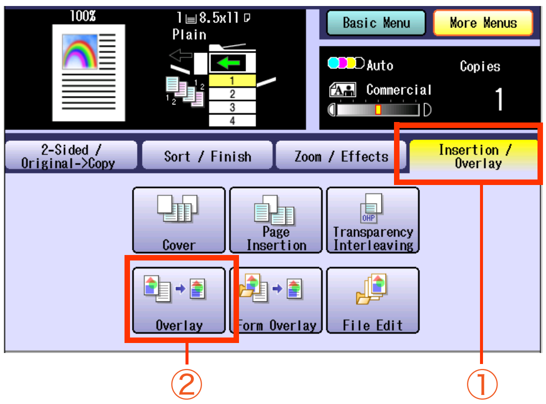
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select "**More Menus**".

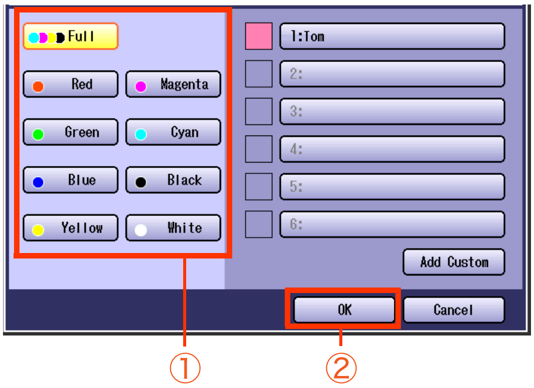


4 Select "**Insertion / Overlay**", and then select "**Overlay**".

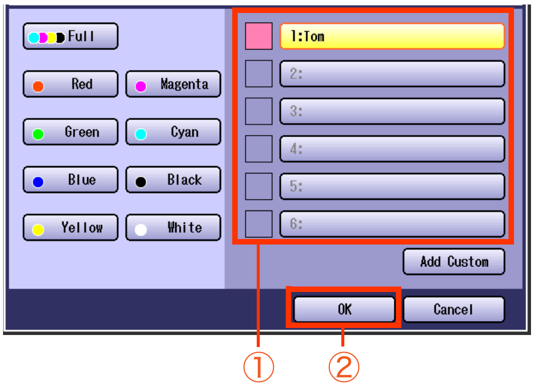


5 Select colors for the overlay original from the basic colors or registered custom colors, and then select “**OK**”.

❑ When selecting from the basic colors

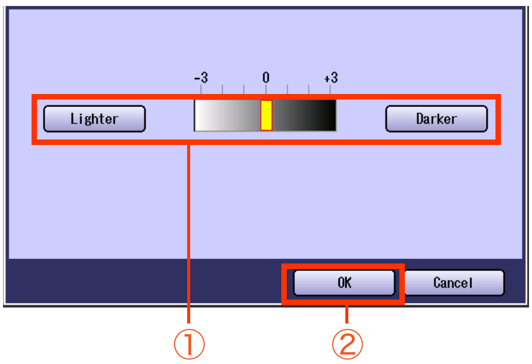


❑ When selecting from the registered custom colors



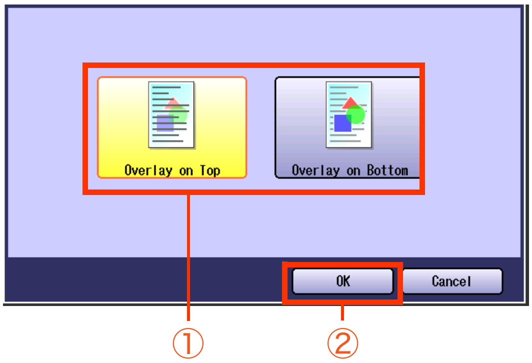
- If “**Add Custom**” is selected, the Add Custom screen is displayed, and colors can be registered. Refer to **New Color Registration** (see page 14).

6 Adjust the overlay density with “**Lighter**”, and “**Darker**”, and then select “**OK**”.



Lighter	Overlay density level is decreased.
Darker	Overlay density level is increased.

7 Select the overlay position, and then select “**OK**”.



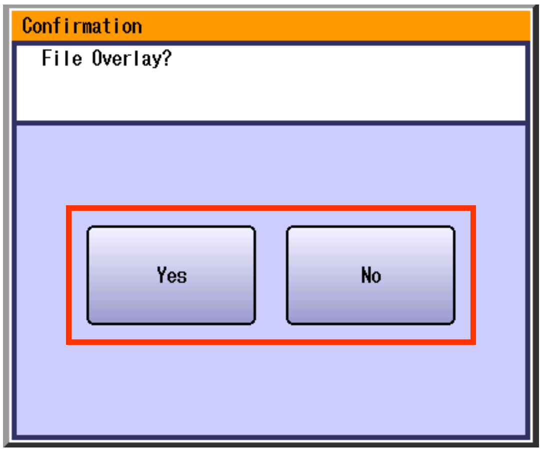
Overlay on Top	Copied with the scanned original overlaid on the overlay original.
Overlay on Bottom	Copied with the overlay original overlaid on the scanned original.

8 Enter the desired number of copies.

9 Press the **Start** key.

- When copying from the Platen Glass, place the next original, and follow the instructions described on the Touch Panel Display.
- When the overlay copying is completed, the overlay original registration confirmation screen is displayed.

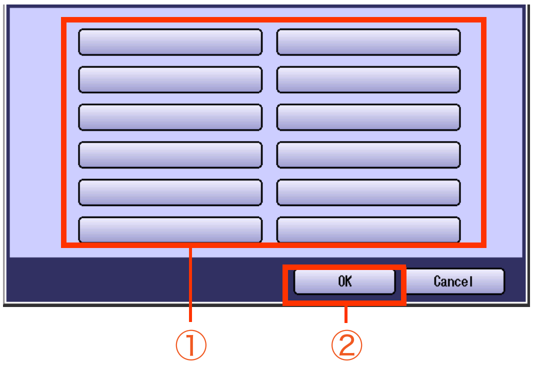
10 Select “**Yes**” or “**No**”.



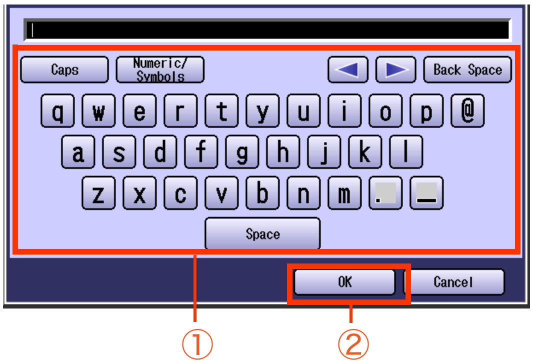
Yes	Register the overlay image.
No	Clear the overlay image.

Continued on the next page...

11 If "**Yes**" was selected in step 10, select a desired button with no names registered, and then select "**OK**".



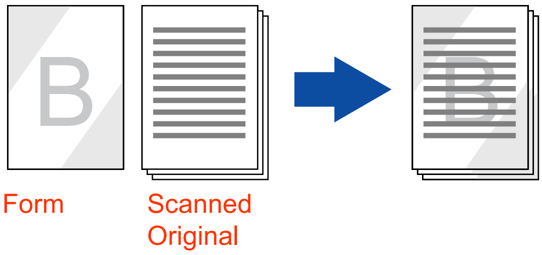
12 Enter the button name with Keyboard, and then select "**OK**".



- Up to 20 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

Overlay Copying with Registered Image

Overlay an image stored in memory onto the copy.



NOTE

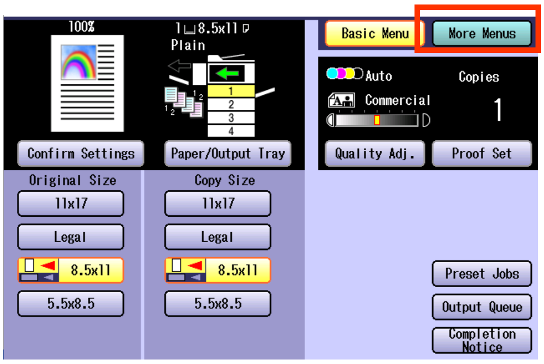
- To use this function, overlay forms must be registered in advance. For instructions on registering overlay forms, refer to **File Edit** (see page 85).
- Available size is 8.5" x 11".
- "**Auto**" cannot be selected in the Color mode.
- If the orientation of original is different from the form, the image of original is rotated automatically when overlaid.
- If enlargement or reduction is selected using "**Zoom**" or the paper size setting, the size of the original is enlarged or reduced according to the setting. However, the size of the form is not enlarged or reduced.
- When "**Edge**" or "**Book**" is selected, the edge erasing function and the center erasing function are not executed for the overlay original.
- When "**Margin**" is selected, a binding margin is also effective for the overlay original.
- If "**Blank**" is selected for "**Cover**" or "**Page Insertion**", overlay will not be executed. The image overlay is executed for "**Copy**" pages.

1 Place original(s).

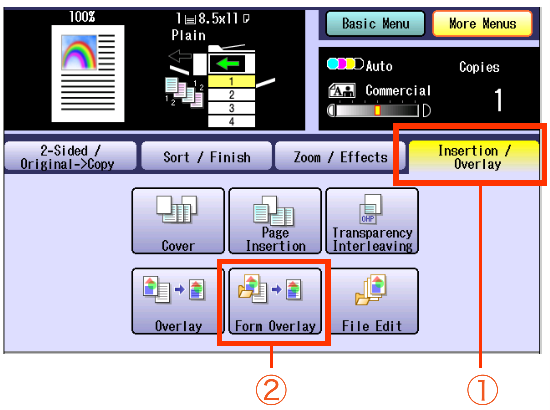
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select "**More Menus**".

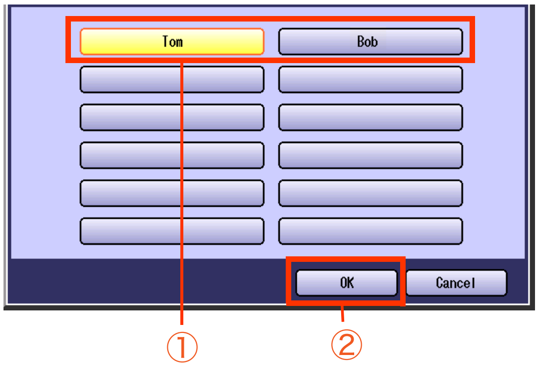


4 Select "**Insertion / Overlay**", and then select "**Form Overlay**".



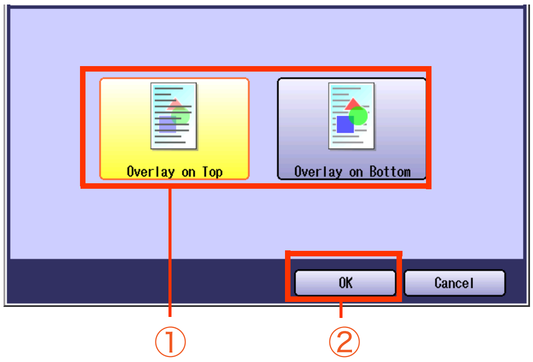
Continued on the next page...

5 Select the registered form, and then select "**OK**".



● For the details about how to register the form, refer to **Save** (see page 85).

6 Select the overlay position, and then select "**OK**".



Overlay on Top	Copies with the scanned original overlaid on the form.
Overlay on Bottom	Copies with the form overlaid on the scanned original.

7 Enter the desired number of copies.

8 Press the **Start** key.

● When copying from the Platen Glass, place the next original, and follow the instructions described on the Touch Panel Display.

NOTE

● After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

File Edit

Up to 12 settings can be registered for the overlay form.

NOTE

- Refer to **Overlay Copying with Registered Image** (see page 83).

■ Save

NOTE

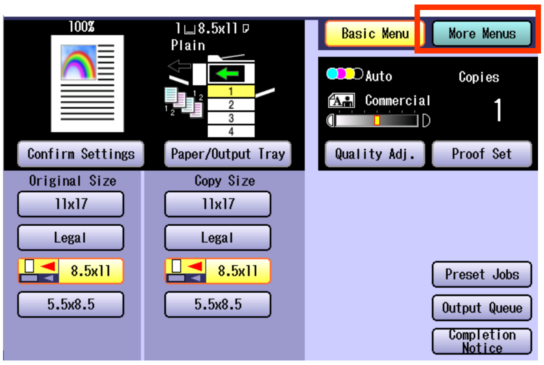
- The size of the original, which can be registered in the form, is 8.5" x 11".
- After the registration, the form transparency level and the specified colors cannot be changed.
- “**Auto**” cannot be selected in the Color mode.

1 Place the original for overlay form.

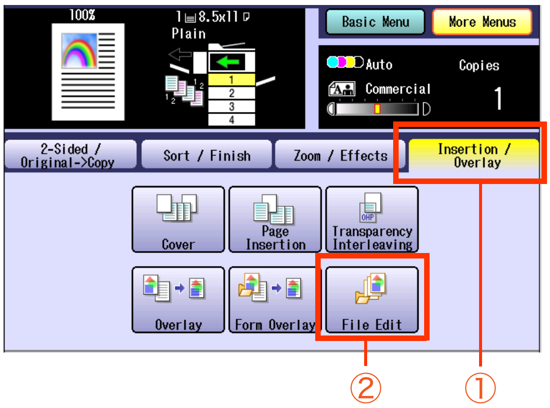
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

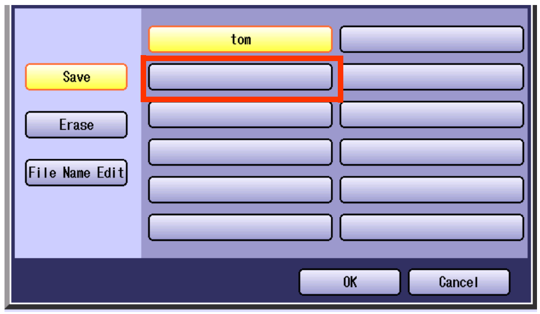
3 Select “**More Menus**”.



4 Select “**Insertion / Overlay**”, and then select “**File Edit**”.

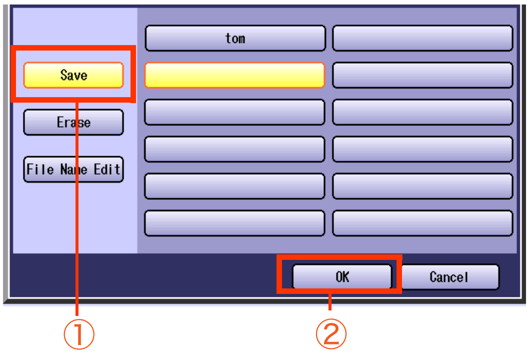


5 Select a button without a file name registered.



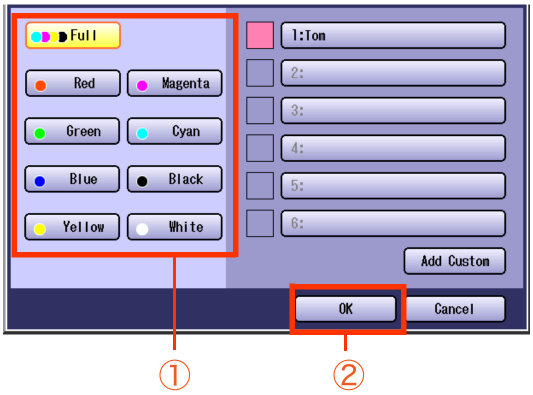
Continued on the next page...

6 Select “**Save**”, and then select “**OK**”.

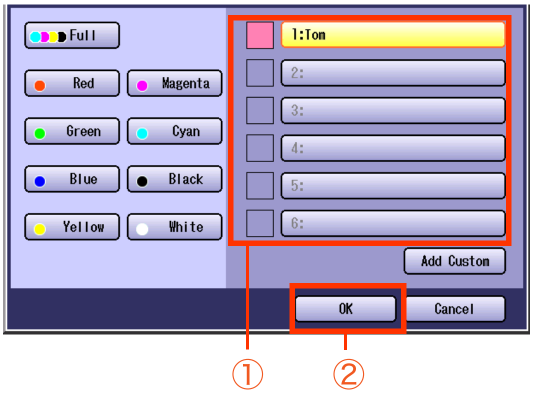


7 Select colors for the form from the basic colors and registered custom colors, and then select “**OK**”.

❑ When selecting from the basic colors

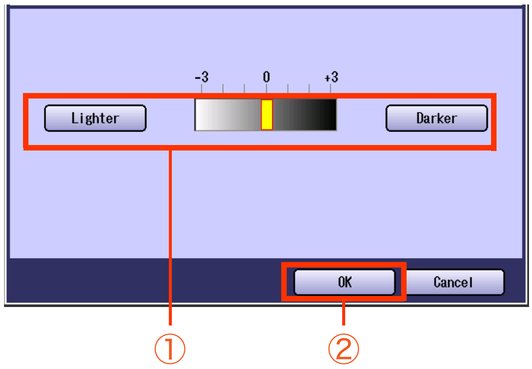


❑ When selecting from the registered custom colors



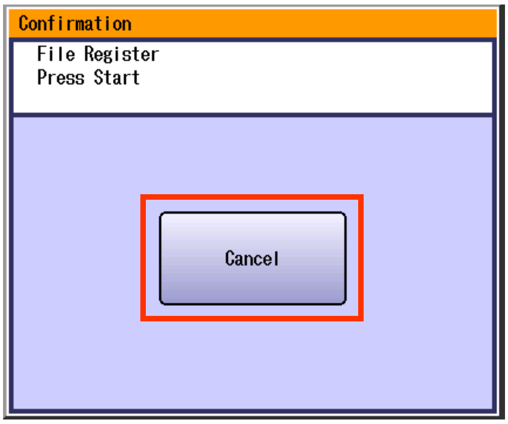
● If “**Add Custom**” is selected, the Add Custom screen is displayed, and colors can be registered as **New Color Registration** (see page 14).

8 Adjust the overlay level with “**Lighter**” and “**Darker**”, and then select “**OK**”.



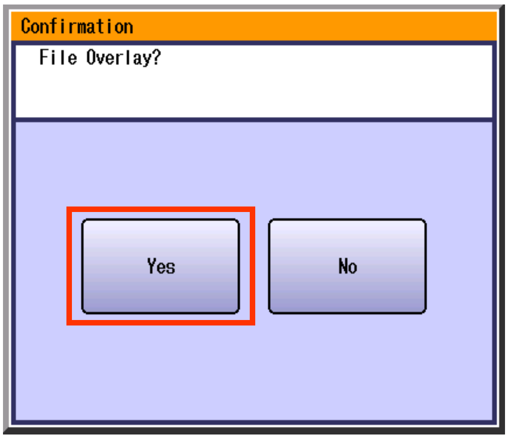
Lighter	Overlay level is decreased.
Darker	Overlay level is increased.

● To cancel saving the overlay form, select “**Cancel**”.

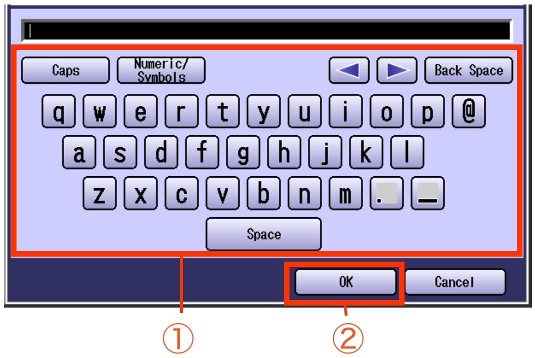


9 Press the **Start** key.

10 Select “**Yes**”.



11 Enter the file name, and then select "**OK**".



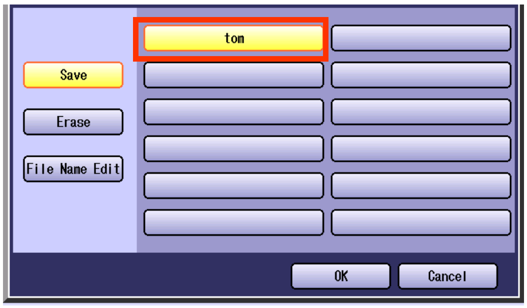
- Up to 20 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

NOTE

- After completing the editing of the file name, press the **Reset** key to return to the initial screen of the currently active mode.

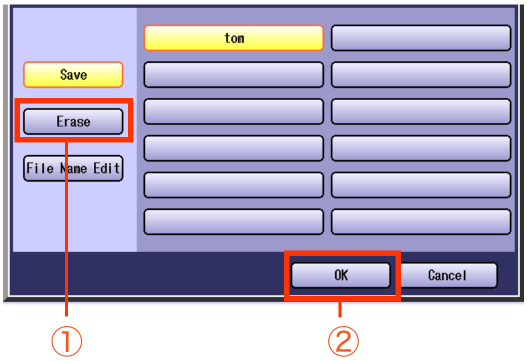
■ Erase

1 Select the file name to be deleted.

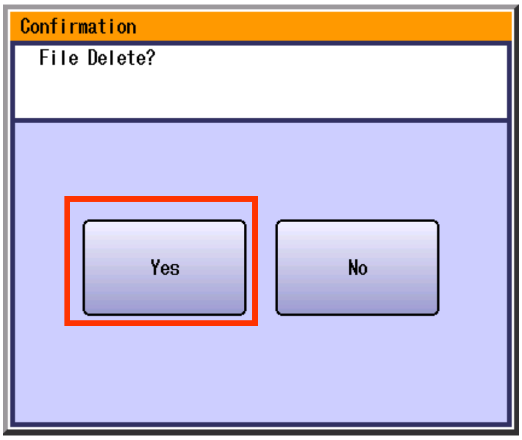


● To display the File Edit screen, refer to steps 2 to 4 in **Save** (see page 85).

2 Select “**Erase**”, and then select “**OK**”.



3 Select “**Yes**”.



NOTE

● After completing the deletion of the file, press the **Reset** key to return to the initial screen of the currently active mode.

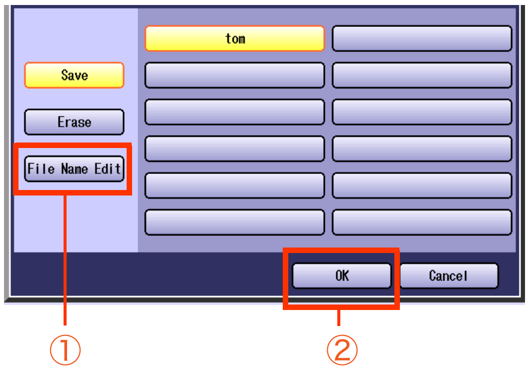
■ File Name Edit

1 Select the file name to be edited.

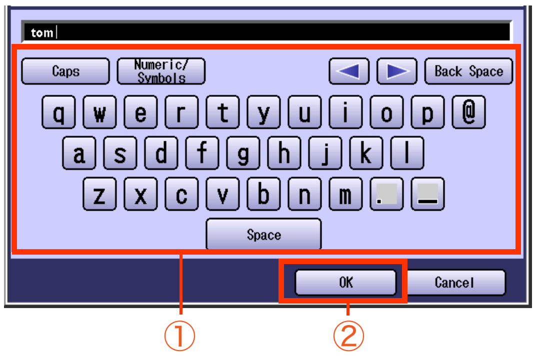


● To display the File Edit screen, refer to steps 2 to 4 in **Save** (see page 85).

2 Select “**File Name Edit**”, and then select “**OK**”.



3 Change the file name, and then select “**OK**”.



● Up to 20 characters can be entered.

● For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

NOTE

● After completing the editing of the file name, press the **Reset** key to return to the initial screen of the currently active mode.

Memo

Making Copies with the ADF Opened

The original can be copied without generating dark borders even if the ADF is opened.

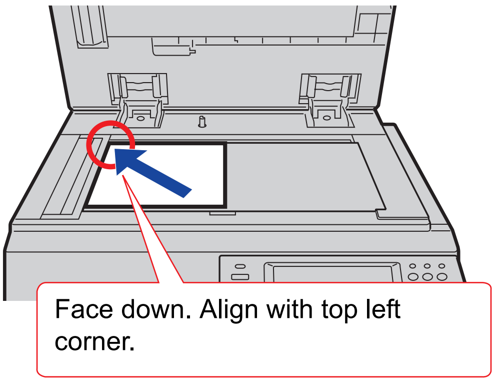
Digital Skyshot Mode

The Digital Skyshot mode can be selected in the standard settings.

NOTE

- When “**2 Page**” or “**N in 1**” is selected, only “**Normal**” can be set in the Digital Skyshot mode.
- If there is a white margin less than 5 mm around the original, the edge of the copy may come out abnormal (white lines/streaks). To avoid the problem, change the setting of “**Digital Skyshot Mode**” to “**No**”. For setting of “**Digital Skyshot Mode**”, refer to **Copier Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

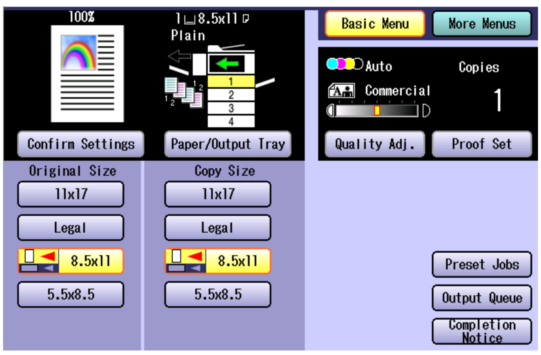
1 Open the ADF more than 45 degrees, and place original on the Platen Glass, and then leave the ADF open.



- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select copy features if necessary.



4 Enter the desired number of copies.

5 Press the **Start** key.

- Place the next original, and then follow the instructions described on the Touch Panel Display.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Manual Skyshot Mode

The original can be copied with the pre-registered scan size in memory.

NOTE

- Before using the Manual Skyshot mode, set M1 or M2 in the preset jobs. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) of provided CD-ROM.
- Originals with black borders may not be copied properly.
- If the Manual Skyshot mode is selected in “**Sort**”, “**Shift-Sort**”, “**Rotate-Sort**”, “**Staple-Sort**”, “**Shift-Group**” or “**Rotate-Group**”, the setting is automatically changed to “**Non Sort**”.

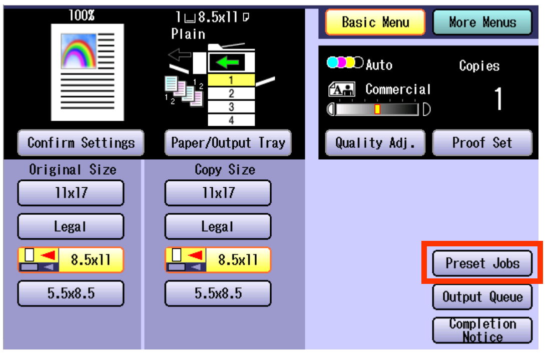
1 Open the ADF more than 45 degrees, and place original on the Platen Glass, and then leave the ADF open.

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if the machine is set to other function mode.

3 Select copy features if necessary.

4 Select “**Preset Jobs**” on the Basic Menu screen.



5 Select the Original Size from either “**M1:**” or “**M2:**”.

6 Enter the desired number of copies.

7 Press the **Start** key.

- Place the next original, and then follow the instructions described on the Touch Panel Display.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the currently active mode.

Reserving the Next Copy Job while the Current Copy Job is Progressing

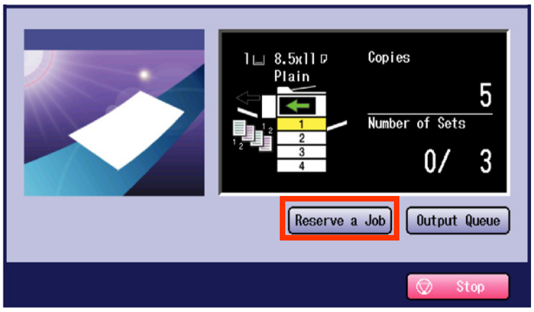
The next copy job can be reserved while the current copy job is under way.

NOTE

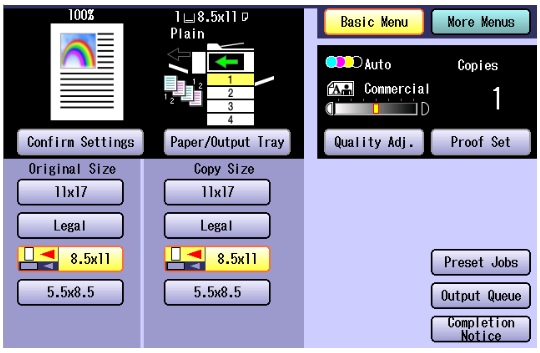
- The previous copy job settings can be saved if the Function Parameter "**41 Reserve a Job Settings**" (Copier Settings > Key Operator Mode) is set to "**Save**". This is useful when using the previous copy job settings to the next copy job. To save the previous copy job settings, refer to **Copier Settings (Key Operator Mode)** in the Operating Instructions (For Function Parameters) of provided CD-ROM.

1 Place the next original while copying current job.

2 Select "**Reserve a Job**".



3 Select copy features if necessary.



4 Enter the desired number of copies.

5 Press the **Start** key.

- While the current job is progressing, the next copy job will be scanned and stored into the Hard Disk Drive.

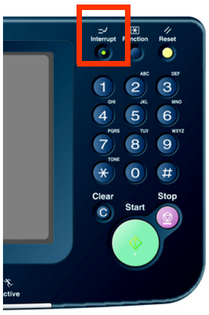
Interrupt the Current Copy Jobs to Make an Urgent Copy

You can interrupt the current copy jobs and make an urgent copy.

NOTE

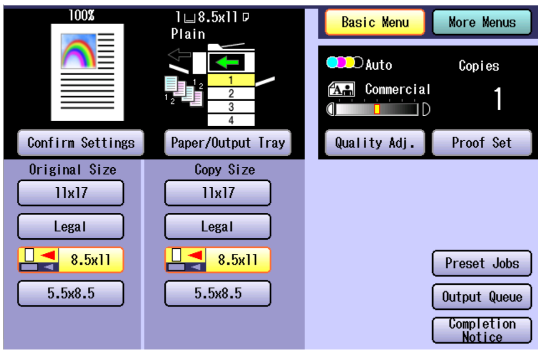
- When scanning the current copy job, other copy jobs cannot be interrupted.

1 Press the **Interrupt** key while copying.



2 Place original(s).

3 Select copy features if necessary.



4 Enter the desired number of copies.

5 Press the **Start** key.

6 Repeat steps 2 to 5 to start the urgent copy job.

7 After the copy operation is completed, press the **interrupt** key again.

The screen returns to the previous copy mode.



8 Press the **Start** key to resume the previous copying operation.

Combined Copy Functions

Initially Set Functions \ Newly Set Functions	1 -> 2	2 -> 1	2 -> 2	2 Page	Book -> 2	N in 1	Booklet	Multi-Size Feed	Job Build & SADF	Sort	Non Sort	Shift-Sort	Shift-Group	Rotate-Sort	Rotate-Group	Staple-Sort	Punch	Zoom	Auto Zoom
1 -> 2	/	A	A	A	A	A	A	x											
2 -> 1	A	/	A	A	A	A	A	x											x
2 -> 2	A	A	/	A	A	A	A	x											x
2 Page	A	A	A	/	A	A	A	x											x
Book -> 2	A	A	A	A	/	A	A	x											x
N in 1	A	A	A	A	A	/	A	x											x
Booklet	A	A	A	A	A	A	/	x		x	x	x	x	x	x	x	x		x
Multi-Size Feed	x	x	x	x	x	x	x	/	x					*1	*1				x
Job Build and SADF								x	/										x
Sort							A			/	A	A	A	A	A	A			
Non Sort							A			A	/	A	A	A	A	A			
Shift-Sort *1							A			A	A	/	A	A	A	A	A		
Shift-Group *1							A			A	A	A	/	A	A	A	A		
Rotate-Sort							A	*1		A	A	A	A	/	A	A	x		A
Rotate-Group							A	*1		A	A	A	A	A	/	A	x		x
Staple-Sort *1							*2			A	A	A	A	A	A	/			
Punch *1							A							x	x		/		
Zoom																		/	A
Auto Zoom		x	x	A	A	A	x	A	x					x	x			A	/
Edge																			x
Book						x	x												x
Margin							x												x
Mirror																			
Stamping				x	x						*3		*3		*3				x
Centering		x	x	A	A	A	x	A	x					x	x				
Image Repeat	A	x	x	A	A	A	x	A	x					x	x				x
Inverse																			
Cover				x	x	x	x	x	x		x		x	x	x				x
Page Insertion				x	x	x	x	x	x		x		x	x	x				x
Transparency Interleaving	x		x	x	x	x	x	x	x	x		x	x	x	x	x	x		x
Overlay				x	x	x	x	x										x	x
Form Overlay				x	x	x	x	x										x	x
Digital Skyshot		x	x				x	x	x						x				
Manual Skyshot	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x
Completion Notice																			
Interrupt																			
Proof Copy																			
Double Exposure	x	x	x	x	x	x	x	x	x						x				x

Blank: Combined setting is available.
x: Combined setting is not available.
A: The latter selection has the priority over the initially selected function.
/: There is no combination.

*1: The setting is possible only when the paper size is the same.
*2: "**Saddle Stitch**" is set.
*3: When "**Issue Number**" is selected in the Stamp function, "**Non Sort**", "**Shift-Group**", or "**Rotate-Group**" cannot be selected.

Newly Set Functions / Initially Set Functions	Edge	Book	Margin	Mirror	Stamping	Centering	Image Repeat	Inverse	Cover	Page Insertion	Transparency Interleaving	Overlay	Form Overlay	Digital Skyshot	Manual Skyshot	Completion Notice	Interrupt	Proof Copy	Double Exposure
1 -> 2							x				A				A		A		A
2 -> 1						x	x							x	A		A		A
2 -> 2						x	x				A			x	A		A		A
2 Page					x	x	x		A	A	A	x	x		A		A		A
Book -> 2					x	x	x		A	A	A	x	x		A		A		A
N in 1		x				x	x		A	A	A	x	x		A		A		A
Booklet		x	x			x	x		A	A	A	x	x	x	A		A		A
Multi-Size Feed						x	x		A	A	A	x	x	x	A		A		A
Job Build and SADF						x	x		A	A	A			x	A		A		A
Sort											A				A		A		A
Non Sort					*5				A	A					A		A		A
Shift-Sort *4											A				A		A		A
Shift-Group *4					*5				A	A	A				A		A		A
Rotate-Sort						A	A		A	A	A				A		A		A
Rotate-Group					*5	x	x		A	A	A			x	A		A		A
Staple-Sort *4											A				A		A		A
Punch *4											A				A		A		A
Zoom												A	A		A		A		A
Auto Zoom	x	x	x		x		x		x	x	x	A	A		A		A		A
Edge	/					x	A								A		A		A
Book		/				x	A								A		A		A
Margin			/			x	A								A		A		A
Mirror				/											A		A		A
Stamping					/	x	x							x	A		A		A
Centering	x	x	x		x	/	A		x	x	x	A	A		A		A		A
Image Repeat	x	x	x		x	A	/		x	x	x	A	A		A		A		A
Inverse								/				x	x		A		A		A
Cover						x	x		/		A			x	A		A		A
Page Insertion						x	x			/	A			x	A		A		A
Transparency Interleaving						x	x		A	A	/			x	A		A		A
Overlay						x	x	x				/	A		A		x		A
Form Overlay						x	x	x				A	/		A		x		A
Digital Skyshot					x				x	x	x			/	A				A
Manual Skyshot						x	x		x	x	x	x	x	x	/		A		A
Completion Notice																/			
Interrupt															x		/		x
Proof Copy																	A	/	
Double Exposure		x				x	x		x	x	x	x	x		A		A		/

*4: Settings are possible when the optional Finisher is installed.

	DA-FS402	DA-FS405
Rotate-Sort	Not Available	Not Available
Rotate-Group	Not Available	Not Available
Shift-Sort	Available	Available
Shift-Group	Available	Available
Staple-Sort	Stapled in 1 position.	Stapled in 1 front position.
		Stapled in 1 inner position.
		Stapled in 2 center position.
Punch	Not Available	Available
Saddle -Stitch	Not Available	Available

*5: When “**Issue Number**” is selected in the Stamp function, “**Non Sort**”, “**Shift-Group**”, or “**Rotate-Group**” will be automatically changed to “**Sort**”.

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■ WARRANTY

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